

CHECKING ACCOUNT RECONCILIATION FORM

JUST ANSWER THE FOLLOWING QUESTIONS TO “BALANCE YOUR CHECKBOOK”.

1. What is the amount shown on this statement for ENDING BALANCE? \$ _____

2. Have you made any deposits that have not been credited on this statement? Total up these deposits and enter the amount. + \$ _____

3. ADD TOGETHER Lines 1 and 2. = \$ _____

4. Are there any outstanding checks, payments, transfers or other withdrawals that are not reflected on this statement? Use the table below to add them up and enter the total on the left. - \$ _____

5. Subtract Line 4 from Line 3. This should reflect your checkbook balance. = \$ _____

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT					
Check Number	Amount	Check Number	Amount	Check Number	Amount
Enter in Line 4				TOTAL ▶	

IF YOU DO NOT BALANCE 1. Verify additions and subtractions above and in your check register; 2. Compare the dollar amounts of checks listed on this statement with the check amounts listed in our check register; 3. Compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your check register.

