CHECKING ACCOUNT RECONCILEMENT FORM

PLEASE RECONCILE YOUR CHECKING ACCOUNT MONTHLY

DATE _____/_____/_____

RECONCILE THROUGH THE LAST CHECK, DEPOSIT, OR ENTRY WHICH IS SHOWN ON THIS STATEMENT.

A1. In your check register, check off each check or other debit listed on this statement. If you have checks or entries which are not listed on this statement, list those amounts in the Outstanding Checks box below.

NUMBER	AMOUNT	✓	NUMBER	AMOUNT	✓

TOTAL AMOUNT OUTSTANDING CHECKS ENTER ON LINE 4

B1 $_____ ENTER ENDING BALANCE FROM FRONT OF STATEMENT

2. +_____ ADD ANY DEPOSITS MADE IN YOUR CHECK REGISTER AFTER STATEMENT CLOSING DATE SHOWN ON FRONT, WHICH ARE NOT ON THIS STATEMENT

3. $_____ SUB TOTAL

4. –_____ SUBTRACT TOTAL OF OUTSTANDING CHECKS

5. $_____ ACCOUNT BALANCE

6. $_____ YOUR CHECK REGISTER BALANCE BEFORE DIVIDEND

7. +_____ AND DIVIDEDENDS/DEPOSITS THAT ARE ON THIS STATEMENT BUT YOU HAVE NOT ENTERED ON YOUR REGISTER.

8. –_____ DEDUCT CHARGES, WITHDRAWLS, FEES, ETC. WHICH ARE ON STATEMENT BUT NOT IN YOUR REGISTER.

9. $_____ ADJUSTED BOOK BALANCE

NOTE: LINE 5 AND LINE 9 MUST AGREE

IMPORTANT! MAKE ENTRIES IN YOUR REGISTER FOR ITEMS LISTED IN LINE 7 AND 8.

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