CHECKING ACCOUNT RECONCILEMENT...



This form is provided to assist you in balancing your account.

CHECK NUMBER	AMOUNT
	\$
TOTAL	\$

	_		
PERIOD ENDING (month, o	day, y	/ear)	
Subtract from your checkbook re statement which you have not pu balance. Also, add any dividence.	revious	, 0	
Enter balance shown on this statement here		\$	
3. Enter Deposits	+	\$	
Not Shown	+	\$	
On			
This Statement	+	\$	
TOTAL (2 Plus 3)	=	\$	
In your checkbook register verify amounts of all unpaid checks in		•	rs and
5. Subtract total checks outstanding	_	\$	
6. This amount should equal your checkbook register balance	=	\$	

IF YOU DO NOT BALANCE:

- Verify additions and subtractions, above and in your checkbook register.
- Compare the dollar amounts of checks listed on this statement with the check amounts listed in your checkbook register.
- Compare dollar amounts of deposits listed on this statement with the deposit amounts recorded in your checkbook register.



