



CHECKING RECONCILEMENT FORM

THIS FORM IS PROVIDED TO ASSIST YOU
IN BALANCING YOUR CHECKING ACCOUNT

Enter ending balance from statement _____
 ADD deposits not shown on statement + _____
 SUBTRACT Total Outstanding Checks - _____

ADJUSTED STATEMENT BALANCE _____

Enter balance from register _____
 ADD dividends not in register + _____
 SUBTRACT fees/charges not in register - _____

ADJUSTED REGISTER BALANCE _____
 (should agree with ADJUSTED STATEMENT BALANCE)

After balancing, ADD any dividends and SUBTRACT any
fees/charges from the balance in your register.

CHECKS OUTSTANDING (Checks not yet paid) Month/Year _____

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
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 YOUR CHECK REGISTER.
 3. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER.