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

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT

CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT	
						TOTAL ⇨	$	

PERIOD ENDING		
DAY	MONTH	YEAR

1) SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THIS STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ADD ANY DEPOSITS OR DIVIDENDS

2) ENTER CHECKING BALANCE SHOWN ON THIS STATEMENT HERE	$	
3) ENTER DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT ✚	$	
✚	$	
✚	$	
✚	$	
TOTAL (#2 PLUS #3)	$	
4) IN YOUR CHECK REGISTER, CHECK OFF ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS	$	
5) SUBTRACT TOTAL CHECKS OUTSTANDING	$	
6) THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE	$	

IF YOU DO NOT BALANCE

VERIFY YOUR ADDITIION AND SUBTRACTION ABOVE AND IN YOUR CHECK REGISTER. COMPARE THE DOLLAR AMOUNTS OF THE CHECKS LISTED ON THIS STATEMENT WITH THE CHECK AMOUNTS RECORDED IN YOUR CHECK REGISTER. COMPARE THE DOLLAR AMOUNTS OF THE DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER.

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LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT

CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT	
						TOTAL ⇨	$	

PERIOD ENDING		
DAY	MONTH	YEAR

1) SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THIS STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ADD ANY DEPOSITS OR DIVIDENDS

2) ENTER CHECKING BALANCE SHOWN ON THIS STATEMENT HERE	$	
3) ENTER DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT ✚	$	
✚	$	
✚	$	
✚	$	
TOTAL (#2 PLUS #3)	$	
4) IN YOUR CHECK REGISTER, CHECK OFF ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS	$	
5) SUBTRACT TOTAL CHECKS OUTSTANDING	$	
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