

# CHECKING ACCOUNT RECONCILEMENT

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

List checks outstanding not charged to checking account					
Check No.	Amount	Check No.	Amount		
<b>Total</b>					

Period Ending	
20	
1. SUBTRACT from your check register any charges listed on this checking statement, which you have not previously deducted from your balance. Also, ADD any dividend.	
2. Enter checking balance shown on this statement	\$
3. Enter deposits made later than the ending date on 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 DON'T BALANCE

Verify additions and subtractions above and in your check register

Compare the dollar amounts of checks listed on this statement with the check amounts listed in your check register

Compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your check register.