

**CHECKING ACCOUNT RECONCILEMENT**

**PLEASE RECONCILE YOUR CHECKING ACCOUNT MONTHLY**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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

In your check register, mark off each check or other debit listed on this statement. If you have checks or entries which are not listed on this statement, list the amounts below.

NUMBER	AMOUNT	NUMBER	AMOUNT

**TOTAL AMOUNT OF  
OUTSTANDING CHECKS**  
ENTER ON LINE 4

1. \$ \_\_\_\_\_ ENTER ENDING BALANCE FROM FRONT OF STATEMENT
2. + \_\_\_\_\_ ADD ANY DEPOSITS MADE IN YOUR CHECK REGISTER AFTER PERIOD CLOSING DATE SHOWN ON FRONT WHICH ARE NOT ON THIS STATEMENT
3. \$ \_\_\_\_\_ SUBTOTAL
4. - \_\_\_\_\_ SUBTRACT TOTAL OF OUTSTANDING CHECKS
5. \$ \_\_\_\_\_ ACCOUNT BALANCE
6. \$ \_\_\_\_\_ YOUR REGISTER BALANCE BEFORE DIVIDEND
7. + \_\_\_\_\_ ADD DIVIDEND/DEPOSITS THAT ARE ON THIS STATEMENT BUT YOU HAVE NOT ENTERED ON YOUR REGISTER
8. - \_\_\_\_\_ DEDUCT CHARGES, WITHDRAWALS, FEES, ETC WHICH ARE ON STATEMENT BUT NOT IN YOUR REGISTER
9. \$ \_\_\_\_\_ ADJUSTED BOOK BALANCE

**NOTE: LINE 5 AND 9 MUST AGREE**

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

**IF YOU DO NOT 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

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