

## Account Reconciliation

### CHECKS/TRANSACTIONS OUTSTANDING NOT CHARGED TO YOUR ACCOUNT

check #	amount (\$0.00)	check #	amount (\$0.00)
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		<b>total</b>	

This form is provided to help you balance your checking account.

- In your check register, mark each check and Visa® ATM/Check Card transaction that appears on your statement.
- In your check register, **Add** (Deposits/Direct Deposits, Transfer Credits, Cash Advances and Other Credits as shown) and **Subtract** (Automatic Deductions and Other Debits as shown) all the transactions which appear on your statement.
- Total all outstanding checks and Visa® ATM/Check Card transactions. This includes those recorded in your check register which were not processed by the statement date.

**ending balance**  
shown on your statement \$ \_\_\_\_\_

**add (+)**  
deposits made but not shown  
on your statement \$ + \_\_\_\_\_

**total**  
ending balance and deposits \$ \_\_\_\_\_

➤ **subtract (-)**  
total of outstanding  
checks/transactions \$ - \_\_\_\_\_

**balance**  
should agree with the  
ending balance shown in your  
check register \$ \_\_\_\_\_

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**ending balance**  
shown on your statement \$ \_\_\_\_\_

**add (+)**  
deposits made but not shown  
on your statement \$ + \_\_\_\_\_

**total**  
ending balance and deposits \$ \_\_\_\_\_

➤ **subtract (-)**  
total of outstanding  
checks/transactions \$ - \_\_\_\_\_

**balance**  
should agree with the  
ending balance shown in your  
check register \$ \_\_\_\_\_