

## HOW TO RECONCILE YOUR CHECKING ACCOUNT

**Step 1:** On the Checking Account Reconciliation Form in the area called “Balance shown on this statement,” write the amount of the “New Balance.”

**Step 2:** Compare the checks, fees, and other withdrawals you entered in your check register with the checks, fees, and other withdrawals listed on the checking account statement.

Make sure everything listed in your check register appears on the checking account statement.

If a check has not been cashed, it will not appear on the checking account statement.

- [ ] List these checks in the area of the Checking Account Reconciliation Form called “Checks Outstanding – Not Charged to Account.”
- [ ] After listing the check numbers and the amounts of these checks, add them up and enter the total at the bottom of the statement.

Next, take a look at other withdrawals or fees that are in the check register but not on the checking account statement.

- [ ] Write the amount of withdrawals and fees in the area on the Checking Account Reconciliation Form called “Subtract withdrawals outstanding.”
- [ ] Subtract the total withdrawals outstanding from the balance from the checking account statement.
- [ ] Write this amount in the last column next to “Total” on the Checking Account Reconciliation Form.

If there were any outstanding checks plus a number of other withdrawals that were not on the checking account statement, add them all up and write the total in the “Subtract withdrawals outstanding” area of the Checking Account Reconciliation Form.

**Step 3:** Add any deposits that were made after the ending date of the checking account statement. These deposits will not appear on the statement.

- [ ] Write these deposits on the area of the Checking Account Reconciliation Form called “Add deposits outstanding.” There is space to write in several deposits.
- [ ] Add the total you got after subtracting the withdrawals outstanding from the checking account statement balance and the deposits.

This answer should equal the balance in your check register. If it does, you have successfully reconciled your checking account.

If it does not, you need to go back and recheck your work.

## CHECKING ACCOUNT RECONCILIATION FORM

<b>CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT</b>		Bank balance shown on this statement	<b>\$ 75.25</b>
Check Number	Check Amount		
		Subtract withdrawals outstanding	
		Total	
		Add deposits outstanding	
		Balance	
		* This balance should agree with the balance in your check register.	
Total	\$		