



111 Empire Drive  
St. Paul, MN 55103  
651.291.1515 | 800.899.5626  
hiway.org

## Checking Reconciliation Form

### PLEASE RECONCILE YOUR CHECKING ACCOUNT MONTHLY

RECONCILE THRU THE LAST CHECK, OR ENTRY WHICH IS SHOWING ON THIS STATEMENT

**A1.** In your check register, check 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 amount in the table below.

NUMBER	AMOUNT	✓	NUMBER	AMOUNT	✓

TOTAL ACCOUNT OUTSTANDING  
CHECKS/DEBITS (ENTER ON LINE 4)

**B1.** \$ \_\_\_\_\_ 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.** \$ \_\_\_\_\_ SUB TOTAL

**4.** - \_\_\_\_\_ SUBTRACT TOTAL OF  
OUTSTANDING CHECKS/DEBITS

**5.** \$ \_\_\_\_\_ ACCOUNT BALANCE

**C6.** \$ \_\_\_\_\_ YOUR REGISTER BALANCE  
BEFORE DIVIDEND

**7.** + \_\_\_\_\_ ADD DIVIDENDS/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 LINE 9 MUST AGREE**

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