

## CHECKING ACCOUNT RECONCILIATION

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

IN YOUR REGISTER, CHECK OFF ALL THE CHECKS PAID AND DEPOSITS CREDITED. IN THE TABLE TO THE RIGHT, LIST THE CHECKS STILL OUSTANDING.

ENTER TOTAL AMOUNT IN #5

CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT	
			TOTAL		



1. Subtract from your register any charges listed on this statement which have not been deducted from your balance. Also, add any dividends.

2. Enter the account balance shown on this statement.		
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3. Enter deposits made		
later than the ending date		
on this statement.		

4. TOTAL (2 plus 3)		
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5. Total checks outstanding from above e.		
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6. Subtract checks outstanding from TOTAL (4 minus 5). This amount should equal your register balance.		

**IF YOU DO NOT BALANCE**, verify additions and subtractions above and in your register. Compare the dollar amounts of the checks and deposits listed on this statement with the dollar amounts in your register.