RECONCILEMENT OF CHECK ACCOUNT

PERIOD ENDING

CHECKS OUTSTANDING		
CHECK NO.	AMOUNT	
TOTAL		

TO RECONCILE YOUR ACCOUNT

1. ENTER YOUR NEW BALANCE SHOWN ON THIS STATEMENT. $_____

ADD

2. MATCH DEPOSITS MADE WITH DEPOSITS SHOWN ON THIS STATEMENT. FIND THE TOTAL OF ANY DEPOSITS MADE AND NOT SHOWN ON THIS STATEMENT. $_____

SUBTOTAL $_____

SUBTRACT

3. GO THROUGH YOUR CHECK COPIES OR CHECK REGISTER AND MARK OFF EACH CHECK THAT IS SHOWN AS PAID ON THIS STATEMENT. ENTER ALL UNPAID CHECKS IN THE CHECKS OUTSTANDING COLUMN AND ADD THEM. SUBTRACT THE TOTAL OF THE OUTSTANDING CHECKS. $_____

ADJUSTED STATEMENT BALANCE $_____

4. SHOW YOUR END OF PERIOD CHECKBOOK BALANCE. $_____

ADD

5. CHECK YOUR STATEMENT FOR THE DIVIDEND INTEREST AND OTHER SPECIAL ADDITIONS TO YOUR ACCOUNT; IF ANY, ADD THESE TO YOUR CHECKBOOK BALANCE IF YOU HAVE NOT ALREADY DONE SO. $_____

SUBTOTAL $_____

SUBTRACT

6. IF ANY SPECIAL CHARGES (SUBTRACTIONS) ARE SHOWN ON YOUR STATEMENT (CHARGES FOR A NEW SUPPLY OF CHECKS, FOR STOP PAYMENT, FOR OVERDRAFT, FOR PREAUTHORIZED PAYMENT, ETC.), DEDUCT THESE CHARGES IF YOU HAVE NOT ALREADY DONE SO. $_____

ADJUSTED STATEMENT BALANCE $_____

IF YOU DO NOT BALANCE

1. Verify additions and subtractions both here and in your check register or on your check copies.
2. Compare the check dollar amount shown on your statement with the amounts shown on your check copies or in your check register.
3. Compare deposits shown on the statement with deposits recorded on your check copies or in your register.