

CHECKING ACCOUNT RECONCILIATION FORM

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKING ACCOUNT STATEMENT

OUTSTANDING CHECKS		Date	
CHECK NUMBER	AMOUNT		
	\$	ENDING BALANCE SHOWN ON STATEMENT	\$
		ADD: Deposits not credited on statement (if any)	\$
			\$
			\$
		SUB-TOTAL	\$
		SUBTRACT: Total of Checks Outstanding	\$
		BALANCE	\$
		THIS SHOULD AGREE WITH YOUR CHECKING ACCOUNT REGISTER BALANCE	
Total of Checks Outstanding		BE SURE YOU ADD DIVIDENDS TO AND SUBTRACT SERVICE CHARGES FROM YOUR CHECKING ACCOUNT REGISTER	