CHECKING ACCOUNT RECONCILEMENT

PLEASE RECONCILE YOUR CHECKING ACCOUNT MONTHLY. DATE: _____

RECONCILE THROUGH THE LAST CHECK, OR DEPOSIT, OR ENTRY SHOWN 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 Checks Outstanding column.

NUMBER	AMOUNT		NUMBER	AMOUNT	

TOTAL AMOUNT OUTSTANDING CHECKS 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. $ _____ SUBTOTAL

4. - _____ SUBTRACT TOTAL OF OUTSTANDING CHECKS

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.