

CHECK RECONCILIATION FORM

This form is provided to assist you in balancing your Checking Account.

LIST CHECK	LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT				PERIOD ENDING	
CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT	1		
	i		i] '	1. SUBTRACT FROM YOUR CHECK REGISTER ANY	
			:		CHARGES LISTED ON THIS STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR	
	i		i	1	BALANCE. ALSO ADD ANY DIVIDEND	
	!		I I]	2. ENTER BALANCE	
	1 1		 		SHOWN ON THIS \$	
	!		1		STATEMENT HERE	
	!		<u> </u>		+ \$	
	<u> </u>		- !	_	3. ENTER DEPOSITS	
	<u>;</u>		<u> </u>	4	MADE LATER THAN THE ENDING DATE OF THIS STATEMENT * *** *** *** *** *** *** ***	
	i		<u>;</u>	-		
	<u> </u>		<u>i</u>	-	+ \$	
	<u> </u>		<u> </u>	-		
	<u> </u>		<u> </u>	-	TOTAL (2 PLUS 3) \$	
	<u> </u>		<u> </u>	-	4. IN YOUR CHECK REGISTER	
	 		<u> </u>	+	MARK OFF ALL CHECKS PAID AND IN AREA PROVIDED AT LEFT, LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS.	
	1 1		1	┨		
	<u> </u>		<u> </u>	1		
	1			1		
			- !	1	5. SUBTRACT TOTAL CHECKS - \$ OUTSTANDING	
	<u> </u>		- :	 		
	- i		- i	1/	6. THIS AMOUNT SHOULD	
'	TOTAL			/	EQUAL YOUR CHECK REGISTER BALANCE	

IF YOU DO NOT BALANCE:

- VERIFY ADDITIONS AND SUBTRACTIONS ABOVE AND IN YOUR CHECK REGISTER
 COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THIS STATEMENT WITH
- COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THIS STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER
- 3. COMPARE THE DOLLAR AMOUNT OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER