

CHECKING ACCOUNT RECONCILIATION

PLEASE RECONCILE YOUR CHECKING ACCOUNT MONTHLY

DATE / /

RECONCILE THRU THE LAST CHECK, OR ENTRY WHICH IS 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.

Table with columns: NUMBER, AMOUNT, checkmark, NUMBER, AMOUNT, checkmark. Multiple rows for data entry.

TOTAL ACCOUNT OUTSTANDING CHECKS ENTER ON LINE 4

Empty box for entering total account outstanding checks.

- 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. \$ SUB TOTAL
4. - SUBTRACT TOTAL OF OUTSTANDING CHECKS.
5. \$ ACCOUNT BALANCE.
6. \$ 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

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