

Checking Reconciliation

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT					PERIOD ENDING	
Check Number	Amount	Check Number	Amount			
TOTAL						
If you do not balance					→	
1. Subtract from your check register any changes listed on this checking statement which you have not previously deducted from your balance. Also, add any interest.						
					2. Ending balance found in "Your Account Balances as of" section or final transaction line.	
3. Enter deposits made later than the ending date on this statement						\$
						\$
						\$
Total (2 plus 3)						\$
4. In your check register, check off all checks paid and in area provided at left list numbers and amounts of all unpaid checks						
5. Subtract total checks outstanding						\$
6. This amount should equal your check register balance						\$
Verify additions and subtractions above and in your check register, compare the dollar amounts of checks listed on this statement with the check amounts listed in your check register. Compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your check register. If you have any questions regarding your checking account, please call us.						