

CHECKING ACCOUNT RECONCILIATION

MONTH _____ YEAR _____

IN YOUR REGISTER, CHECK OFF ALL THE CHECKS PAID AND DEPOSITS CREDITED. IN THE TABLE TO THE RIGHT, LIST THE CHECKS STILL OUSTANDING.

ENTER TOTAL AMOUNT IN #5

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT		
			TOTAL		



<p>1. Subtract from your register any charges listed on this statement which have not been deducted from your balance. Also, add any dividends.</p>	<p>5. Total checks outstanding from above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						
<p>2. Enter the account balance shown on this statement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>				<p>6. Subtract checks outstanding from TOTAL (4 minus 5). This amount should equal your register balance.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>			
<p>3. Enter deposits made later than the ending date on this statement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>							<p>IF YOU DO NOT BALANCE, verify additions and subtractions above and in your register. Compare the dollar amounts of the checks and deposits listed on this statement with the dollar amounts in your register.</p>
<p>4. TOTAL (2 plus 3)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							