

# 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.**