## CHECKING ACCOUNT RECONCILIATION

## **OUTSTANDING DEPOSITS** DATE AMOUNT HOW TO BALANCE YOUR CHECKING ACCOUNT **ENDING BALANCE SHOWN** ON THIS STATEMENT TOTAL PLUS DEPOSITS NOT SHOWN **OUTSTANDING CHECKS** ON THIS STATEMENT DATE AMOUNT SUB-TOTAL LESS TOTAL OUTSTANDING CHECKS **EQUALS ADJUSTED ENDING BALANCE** ADJUSTED ENDING BALANCE SHOWN

NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR CHECK REGISTER) THAT MAY APPLY TO YOUR ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR CHECK REGISTER) THAT APPLY TO YOUR ACCOUNT.

TOTAL

ABOVE SHOULD AGREE WITH THE

BALANCE SHOWN IN YOUR CHECK

REGISTER.

