RECONCILEMENT OF ACCOUNT

CHECKS OUTSTANDING

NUMBER	AMOUNT	
	$	
TOTAL	$	

Bank Balance From Statement …… **$** _____

Add: Deposits Not Included in This Statement …… _____

Total …… **$** _____

Less: Checks Outstanding ……. _____

Revised Bank Balance ……. **$** _____

Check Book Balance ……. **$** _____

Add: Interest Paid _____

Less: Bank Service Charges ……. _____

Revised Check Book Balance …….. **$** _____

IF YOUR ACCOUNT DOES NOT BALANCE

PLEASE CHECK THE FOLLOWING CAREFULLY

_____ Have you correctly entered the amount of each check in your checkbook register?

_____ Are the amounts of your deposits entered in your check book register the same as those shown on the deposit slips received with this statement?

_____ Have all checks been deducted from your checkbook balance?

_____ Have you deducted all service charges from your checkbook balance?

_____ Have you checked all additions and subtractions in your checkbook register?

_____ Have you carried the correct balances forward when writing checks or entering deposits?