CHECKING RECONCILEMENT

THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR CHECKING ACCOUNT

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR ACCOUNT

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	

PERIOD ENDING , 20

1. SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES NOT LISTED ON THIS CHECK STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO, ADD ANY DIVIDENDS.

2. ENTER CHECKING BALANCE SHOWN ON THIS STATEMENT HERE.		$
3. ENTER DEPOSITS MADE LATER THAN THE ENDING DATE ON THIS STATEMENT.	+	$
	+	$
	+	$
TOTAL (2 PLUS 3)		$

4. IN YOUR CHECK REGISTER, CHECK OFF ALL THE 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.		$

IF YOU DO NOT 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 LISTED IN YOUR CHECK REGISTER. IF YOU HAVE QUESTIONS REGARDING YOUR CHECKING ACCOUNT, PLEASE CALL THE PHONE NUMBER ON FRONT.