



Account Reconciliation Form

MONTH AND YEAR

HOW TO RECONCILE YOUR ACCOUNT

Step 1

Update your transaction register.
Enter checks, other transactions and service charges not recorded.

Step 2

List outstanding checks and other transactions:

ENTER CHECK # OR DATE	AMOUNT
TOTAL OUTSTANDING CHECKS AND OTHER TRANSACTIONS	

Step 3

	AMOUNT
ENTER ENDING BALANCE FROM THIS STATEMENT	
ADD DEPOSITS MADE BUT NOT SHOWN ON THIS STATEMENT	
SUBTOTAL	
SUBTRACT TOTAL OUTSTANDING CHECKS AND OTHER TRANSACTIONS (Step 2)	
THIS SHOULD AGREE WITH THE BALANCE IN YOUR TRANSACTION REGISTER	

IF BALANCES DO NOT AGREE...

- Check addition and subtraction in your register and above.
- Compare your checks and other transactions in your register with your statement.
- Compare deposit receipts and entries in your register with your statement.
- Verify that all checks, electronic transactions and deposits are entered in your register.
- Verify that any dividend credits are entered in the deposit section and fees are entered in the withdrawal section of your register.