GENOA BANK

Checking Account Reconciliation Form

Before Processing   Sort Checks in Numerical Order
Verify Accounts Against Check Records

BANK BALANCE		**CHECK BOOK**	
Enter Net Checking Balance on Statement	1._____	Enter Balance from Check Record	1._____
Enter Deposit not yet Credited by Bank	2._____	Add any Deposits / Credits Shown on Statement and not yet added to Check Record	2._____
Total (Add 1 + 2)	3._____	**Total (Add 1 + 2)**	3._____

List below checks written, not on statement.

CHECK NUMBER	AMOUNT	
TOTAL		

Subtract Line 4 from Line 3

4._____

This is your Correct Balance . . . . 5._____

List any of the following charges shown on Bank statement and not yet entered in your check record:

Automatic Transfer	
Automatic Transfer	
Insurance Premium	
Service Charges	
Finance Charges	
Utility Bill	
TOTAL	

Subtract Line 4 from Line 3

4._____

This is your Correct Balance . . . . 5._____

You are in balance when these two figures agree.

Member FDIC