Checking Account Reconciliation Form

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

BANK BALANCE

Enter Net Checking Balance on Statement 1._____

Enter Deposit not yet Credited by Bank 2._____

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._____

CHECK BOOK

Enter Balance from Check Record 1._____

Add any Deposits / Credits Shown on Statement and not yet added to Check Record 2._____

Total (Add 1 + 2) 3._____

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.