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

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT			
CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
		TOTAL	

PERIOD ENDING		
1	**SUBTRACT** FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THIS CHECKING STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE.	
2	**ENTER** CHECKING BALANCE SHOWN ON THIS STATEMENT HERE.	$
3	**ENTER** DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT.	+ $
		+ $
		+ $
	TOTAL (2 PLUS 3)	$
4	IN YOUR CHECK REGISTER, **CHECK OFF** ALL 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.	$

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