

# CHECK 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
<b>TOTAL</b> ➤			

## PERIOD ENDING

20

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

2. ENTER CHECK BALANCE SHOWN ON THIS STATEMENT HERE	\$	
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3. ENTER DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT	}	+	\$	
		+	\$	
		+	\$	

	TOTAL (2 PLUS 3)	\$	
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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	\$	
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6. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE	\$	
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**IF YOU DO NOT BALANCE:** Verify additions and subtractions above in your Check Register. Compare the dollar amounts 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 recorded in your Check Register.



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