CHECKING RECONCILEMENT **THIS FORM IS PROVIDED TO ASSIST ME IN BALANCING MY CHECKING ACCOUNT**

LIST CHECKS OUTSTANDING NOT CHARGED TO MY CHECK ACCOUNT

CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT	
			TOTAL		

PERIOD ENDING

1. I *SUBTRACT* FROM MY CHECK REGISTER ANY CHARGES LISTED ON THIS STATEMENT WHICH I HAVE NOT PREVIOUSLY DEDUCTED FROM MY BALANCE. ALSO, *ADD* ANY INTEREST.

2. *ENTER* CHECKING BALANCE SHOWN ON THIS STATEMENT HERE.		$
3. *ENTER* DEPOSITS MADE LATER THAN THE ENDING DATE ON THIS STATEMENT.	+	$
	+	$
	+	$
TOTAL (2 PLUS 3)		$
4. IN MY 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 MY CHECK REGISTER BALANCE		$

IF I DO NOT BALANCE

VERIFY ADDITIONS AND SUBTRACTIONS ABOVE AND IN MY CHECK REGISTER.
COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THIS STATEMENT WITH THE CHECK AMOUNTS LISTED IN MY CHECK REGISTER.
COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN MY CHECK REGISTER.