

Checking Account Reconciliation

Before you begin, please look at your entire statement closely.
Per your account agreement, please promptly report any irregularities.

The steps below will help you to balance your account.

1. Compare your check register to your statement.

- Review every item on your check register and make sure it includes everything from your bank statement.
- Place a checkmark next to matching items (on both your bank statement and check register).

2. Look at the items on your statement that DO NOT have a checkmark next to them.

First, enter the items below to your check register and SUBTRACT:

- Checks and other deductions
- Fees and Charges, if any

Then, enter the items below to your check register and ADD:

- Deposits and other credits
- Interest Earned This Statement, if any

3. List any checks or other deductions from your check register that are NOT shown on your statement.

Check	Date	Amount	
Total →		\$	

4. List any deposits from your check register that are NOT shown on your statement.

Date	Amount	
Total →	\$	

5. Enter the Ending Balance shown on your statement.

\$	
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6. Add 4 and 5 and enter the total here.

\$	
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7. Enter the total from 3 here.

\$	
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8. Subtract 7 from 6 and enter the difference here.

\$	
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This amount should agree with your check register balance.