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You're Important Here!

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
		TOTAL	

PERIOD ENDING		, 20__
1. SUBTRACT FROM YOUR CHECK REGISTER ANY TRANSACTIONS LISTED ON THIS STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO, ADD ANY DIVIDENDS.		
2. ENTER ENDING 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 YOUR CHECK REGISTER, CHECK OFF ALL CHECKS PAID IN THE AREA PROVIDED AT LEFT. LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS, ATM OR POINT OF SALE TRANSACTIONS.		
5. SUBTRACT TOTAL CHECKS OUTSTANDING FROM LEFT	} -	\$
6. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE	\$	

If you do not balance...verify additions and subtractions above and in your check register. Compare the dollar amounts of checks listed on this statement with the check amounts listed in your register. Compare the dollar amounts listed on this statement with the deposit amounts recorded in your check register.