

ACCOUNT RECONCILIATION



Withdrawals & Checks Outstanding		
Number	Amount	
Total		

Enter this total on line 4.

1. \$_____ Enter your checking account balance shown on this statement.
2. \$_____ Total of deposits not credited to this statement.
3. \$_____ Add lines 1 and 2.
4. \$_____ Total of withdrawals and checks you have issued which are not on this statement.
5. \$_____ Subtract line 4 from line 3.
6. **Go to your check register:**
Add any deposits or other credits which are listed on this statement but are not listed in your check register (line-of-credit loan advances, etc.)
Subtract any withdrawals or other debits which are listed on this statement but are not listed in your check register (line-of-credit loan payment transfers, service fees, pre-authorization payments, debit card or ATM transactions, etc.)

Deposits Outstanding		
Date	Amount	
Total		

Enter this total on line 2.

If you need more detailed reconciliation instructions, please call us at 800.845.5025.