Account Reconciliation Form

Withdrawals & Checks Outstanding		
Date or 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 that are not on this statement.
5. $ _____ Subtract line 4 from line 3.
6. **Go to your check register:**

   Add any deposits or other credits that 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.)

   Your check register should now match line 5.

Deposits Outstanding		
Date	Amount	
Total		

Enter this total on line 2.

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