

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

[illegible]

Enter this total on line 2.