CHECKING RECONCILEMENT **THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR CHECKING ACCOUNT**

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECK ACCOUNT

CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT	

PERIOD ENDING

1.	SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THE STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO, ADD ANY DIVIDEND.		
2.	ENTER CHECKING BALANCE SHOWN ON THE STATEMENT HERE	$	
3.	ENTER DEPOSITS MADE LATER THAN THE ENDING DATE ON THE STATEMENT	$	
		$	
		$	
		$	
4.	IN YOUR CHECK REGISTER, CHECK OFF ALL CHECKS PAID AND IN AREA PROVIDED AT LEFT, LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS		
5.	SUBTRACT TOTAL CHECKS OUTSTANDING	$	
6.	THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE	$	

IF YOU DO NOT BALANCE

1. VERIFY ADDITIONS AND SUBTRACTIONS – ABOVE AND IN YOUR CHECK REGISTER, 2. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THE STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER,