

RECONCILEMENT OF ACCOUNT

Please report any errors promptly. Your statement is assumed to be correct if errors are not reported within 30 days.

CHECKS OUTSTANDING

Number	Amount	
	\$	
Total	\$	

Bank Balance from Statement	\$ _____
Add: Deposits NOT included in this Statement	\$ _____
Total	\$ _____
Less: Checks/Card Transactions Outstanding	\$ _____
Revised Bank Balance	\$ _____
Check Book Balance	\$ _____
Less: Bank Service Charges	\$ _____
Add: Interest Paid	\$ _____
Revised Check Book Balance	\$ _____

If your account does not balance, please check the following carefully:

Have you correctly entered the amount of each check in your check book register?

Are the amounts of your deposits entered in your check book register the same as those shown on the deposit slips received with this statement?

Have all checks/card transactions been deducted from your check book balance?

Have you carried the correct balances forward when writing checks or entering deposits?