# Checking Account Reconciliation

This form is provided to assist you in balancing your checking account.

**Period Ending**

1. Subtract from your check register any charges listed on this checking account statement which you have not previously deducted from your balance. Also add any dividend.

2. Enter check balance shown on this statement here.

3. Enter deposits made later than the ending date on this 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.

**List Checks Outstanding Not Charged to Your Checking Account**

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Amount</th>
<th>Check Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total**

Verify additions and subtractions above and in your check register. Compare the dollar amounts of checks listed on this statement with the check amounts listed in your check register. Compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your check register.