

Checking Account Reconciliation Form

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

[illegible]

Period Ending Date

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

2. Enter checking balance shown on your statement.	\$	
3. Enter deposits made later than the ending date of this statement.	+	\$
	+	\$
	+	\$
Total (# 2 plus # 3)	\$	

4. In your checking register, check off all checks paid and in area provided at left list the numbers and amounts of all unpaid checks

5. Subtract total checks outstanding.	\$	
6. This amount should equal your checking register balance.	\$	

If you do not balance

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

If you have any questions regarding your checking account, please call 7 17 Credit Union at 800-775-7741