

Account Reconciliation

CHECKS/TRANSACTIONS OUTSTANDING NOT CHARGED TO YOUR ACCOUNT

check #	amount (\$0.00)	check #	amount (\$0.00)
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		total	

This form is provided to help you balance your checking account.

1. In your check register, mark each check and Visa® ATM/Check Card transaction that appears on your statement.
2. In your check register, **Add** (Deposits/Direct Deposits, Transfer Credits, Cash Advances and Other Credits as shown) and **Subtract** (Automatic Deductions and Other Debits as shown) all the transactions which appear on your statement.
3. Total all outstanding checks and Visa® ATM/Check Card transactions. This includes those recorded in your check register which were not processed by the statement date.

ending balance
shown on your statement \$ _____

add (+)
deposits made but not shown
on your statement \$ + _____

total
ending balance and deposits \$ _____

➤ **subtract (-)**
total of outstanding
checks/transactions \$ - _____

balance
should agree with the
ending balance shown in your
check register \$ _____

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ending balance
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add (+)
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total
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➤ **subtract (-)**
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checks/transactions \$ - _____

balance
should agree with the
ending balance shown in your
check register \$ _____