## THIS FORM IS PROVIDED TO HELP BALANCE YOUR STATEMENT

	OUEOKINO DALANOE
HOW TO BALANCE YOUR ACCOUNT	CHECKING BALANCE
	SHOWN CN THIS STATEMENT
ACCOUNT RECONCILEMENT PRINCIPLES ARE FAIRLY SIMPLE. IT IS NECESSARY TO FIND ITEMS IN YOUR CHECKBOOK WHICH THE BANK HAS NOT YET PROCESSED, AND THOSE ON THE BANK STATEMENT BUT NOT YET IN YOUR CHECKBOOK TO	ADD DEPOSITS OUTSTANDING NOT YET CREDITED TO YOUR ACCOUNT
YOUR CHECKBOOK BALANCE ADD OR SUBTRACT THE OUTSTANDING BANK	(INCLUDE AN AUTOMATIC DEPOSITS
STATEMENT ITEMS, AND TO THE STATEMENT BALANCE ADD OR SUBTRACT	EXPECTED, NOT YET CREDITED)
OUTSTANDING CHECKBOOK ITEMS THE TOTALS SHOULD AGREE.	SUB-TOTAL
I SORT CHEOKS AND DEPOSITS INTO NUMBER OR DATE ORDER.	30B-101AL
MARK OFF (3) EACH ITEM AGAINST YOUR CHECKBOOK. THOSE NOT MARKED IMIL BE OUTSTANDING ITEMS ALSO NOTE ANY BANK OR OTHER CHARGES, OR AUTOMATIC DEPOSITS ON THE STATEMENT, NOT IN YOUR CHECKBOOK	CHECKS OUTSTANDING WRITTEN BUT NOT YET CHARGED TO YOUR ACCOUNT
3. FILL IN THE FOLLOWING FORM FOR EASY RECONCILEMENT	
	CHECK NO AMOUNT CHECK NO AMOUNT
CHECKBOOK BALANCE	
ADD ANY DEPOSITS INCLUDING AUTOMATIC DEPOSITS NOT YET ENTERED IN YOUR CHEOKBOOK (BE SURE TO ENTER THEM)	
SUB-TOTAL	
SUBTRACT SERVICE CHARGE  HERE AND IN YOUR CHECK BOOK  AND INTEREST	
SUBTRACT ANY AUTOMATIC LOAN PAYMENTS OR OTHER AUTOMATIC CHARGES NOT YET ENTERED IN YOUR CHECKBOOK	SUB-TOTAL SUB-
(BE SURE TO SUBTRACT FROM CHECKBOOK)	SUBTRACT
	TOTAL CHECKS OUTSTANDING
ADJUSTED CHECKBOOK BALANCE	ADJUSTED STATEMENT BALANCE

ADJUSTED STATEMENT BALANOE AND CHECKBOOK BALANCE SHOULD AGREE

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