THIS FORM IS PROVIDED TO HELP BALANCE YOUR STATEMENT

HOW TO BALANCE YOUR ACCOUNT

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 YOUR CHECKBOOK BALANCE ADD OR SUBTRACT THE OUTSTANDING BANK STATEMENT ITEMS, AND TO THE STATEMENT BALANCE ADD OR SUBTRACT OUTSTANDING CHECKBOOK ITEMS THE TOTALS SHOULD AGREE.

I SORT CHEOKS AND DEPOSITS INTO NUMBER OR DATE ORDER.

2. MARK OFF (3) EACH ITEM AGAINST YOUR CHECKBOOK. THOSE NOT MARKED IMLL BE OUTSTANDING ITEMS ALSO NOTE ANY BANK OR OTHER CHARGES, OR AUTOMATIC DEPOSITS ON THE STATEMENT, NOT IN YOUR CHECKBOOK

3. FILL IN THE FOLLOWING FORM FOR EASY RECONCILEMENT

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 (BE SURE TO SUBTRACT FROM CHECKBOOK)

ADJUSTED CHECKBOOK BALANCE

ADJUSTED STATEMENT BALANCE AND CHECKBOOK BALANCE SHOULD AGREE

CHECKING BALANCE SHOWN CN THIS STATEMENT

ADD DEPOSITS OUTSTANDING NOT YET CREDITED TO YOUR ACCOUNT (INCLUDE AN AUTOMATIC DEPOSITS EXPECTED, NOT YET CREDITED)

SUB-TOTAL

CHECKS OUTSTANDING WRITTEN BUT NOT YET CHARGED TO YOUR ACCOUNT

CHECK NO	AMOUNT	CHECK NO	AMOUNT

SUB-TOTAL _____ SUB-

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SUBTRACT TOTAL CHECKS OUTSTANDING

ADJUSTED STATEMENT BALANOE AND CHECKBOOK BALANCE SHOULD AGREE