# Reconcilement Form

Normally, a checking account reconcilement form is located on the back side of your monthly statement. This makes it easy to reconcile your ending checking account balance with checks that are still outstanding. This allows you to know your actual balance at any time. With online statements and our new paper statement printing format, the need to reconcile is still there but the form is not. The reconcilement form below has been created and placed online to print out, and behind the teller line at our locations for your convenience.

| LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT | | | |
|---|---|---|---|
| **CHECK NUMBER** | **AMOUNT** | **CHECK NUMBER** | **AMOUNT** |
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| | | TOTAL | |

| AMOUNT |
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**1. SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THE STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE, ALSO ADD ANY DIVIDEND.**

| | | |
|---|---|---|
| **2. ENTER CHECKING BALANCE SHOWN ON THE STATEMENT** | **$** | |
| **3. ENTER DEPOSITS MADE LATER THAN THE ENDING DATE ON THE STATEMENT** | **$** | |
| | **$** | |
| | **$** | |
| **TOTAL (2 PLUS 3)** | **$** | |

**4. IN YOUR CHECK REGISTER MARK OFF ALL CHECKS PAID, AND IN THE AREA PROVIDED AT THE LEFT, LIST NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS.**

| | | |
|---|---|---|
| **5. SUBTRACT THE TOTAL OF THE CHECKS OUTSTANDING** | **$** | |
| **6. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE** | **$** | |

**IF YOU DO NOT BALANCE**

VERIFY ADDITIONS AND SUBTRACTIONS ABOVE AND IN YOUR REGISTER. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THE STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR REGISTER. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THE STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR REGISTER. IF YOU HAVE ANY QUESTIONS REGARDING YOUR CHECKING ACCOUNT PLEASE CALL THE CREDIT UNION.