

## CHECKBOOK BALANCING WORKSHEET

### OUTSTANDING CHECKS OR WITHDRAWALS

| Date or Number | Amount |  |
|----------------|--------|--|
|                |        |  |
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|                |        |  |
|                |        |  |
| <b>TOTAL</b>   |        |  |

### CHECKBOOK RECONCILIATION

|  |    |
|--|----|
| ENTER<br>BALANCE THIS STATEMENT                            |    |
| ADD<br>RECENT DEPOSITS<br>(NOT CREDITED ON THIS STATEMENT) |    |
|  |    |
|  |    |
|  |    |
|  |    |
| TOTAL  | \$ |
| SUBTRACT<br>OUTSTANDING CHECKS                             |    |
| BALANCE  | *  |



\* This number should agree with your own checkbook balance. Remember to add interest earned and deduct charges included on this statement and enter those in your checkbook register.

Please refer to the procedures outlined in your statement for reporting any discrepancies.