

CHECKBOOK BALANCING WORKSHEET

OUTSTANDING CHECKS OR WITHDRAWALS		
DATE OR NUMBER	AMOUNT	
TOTAL		

CHECKBOOK RECONCILIATION		
ENTER		
BALANCE THIS STATEMENT	_____	_____
ADD		
RECENT DEPOSITS	_____	_____
<small>(NOT CREDITED ON THIS STATEMENT)</small>	_____	_____
	_____	_____
	_____	_____
TOTAL	\$	_____
	SUBTRACT	
	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.