## CHECKBOOK BALANCING WORKSHEET

OUTSTANDING CHECKS OR WITHDRAWALS			CHECKBOOK RECONCILIATION		
DATE OR NUMBER	AMOUNT				
			ENTER		
			BALANCE THIS STATEMENT		
			ADD		
			RECENT DEPOSITS		
			(NOT CREDITED ON THIS STATEMENT)		
			TOTAL	\$	
			SUBTRACT		
			OUTSTANDING CHECKS		
			BALANCE		
			]		
			* This number should agree with	* This number should agree with your own checkbook balance.	
			Remember to add interest earned and deduct charges included		
TOTAL			on this statement and enter those in your checkbook register.		

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

