CHECK RECONCILEMENT HELP FORM

This Form Is Provided to Help You in Balancing Your Checking Account

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Please list checks outstanding not charged to your checking account.					
CHECK NUMBER	**AMOUNT**		**CHECK NUMBER**	**AMOUNT**	
			TOTAL		

PERIOD ENDING		
MONTH:	**DAY:**	**YEAR:**

1) Subtract from your check register any charges listed on this which you have not previously deducted from your balance. Also, add any dividend.

2)	Enter Check Balance Shown on Your Statement Here:	$	
3)	Enter Deposits Made Later Than the Ending Date of this Statement: +	$	
	+	$	
	+	$	
	TOTAL (STEP 2 PLUS 3):	$	
4)	In Your Check Register Check Off All Items Paid and in the Area Provided at Left List Numbers & Amounts of All Unpaid Items:		
5)	SUBTRACT TOTAL ITEMS OUTSTANDING: -	$	
6)	This Amount Should Equal Your Check Register Balance:	$	

IF YOU DO NOT BALANCE

Please verify your additions and subtractions listed above. Also, in your check register compare the dollar amounts of items listed in this statement with the item amounts listed in your check register.

You should also compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your check register.