

Checking Account Reconciliation Form

Outstanding Checks

NUMBER	AMOUNT
TOTAL	

ending Balance Shown on Statement	
Plus Doposita Not	
Plus Deposits Not Shown on Statement	
Sub-Total	
Less Total Outstanding Drafts	
Equals Adjusted Ending Balance	

Adjusted ending balance shown above should agree with the balance shown in your check book.

Note: Be sure to deduct any charges, fees or withdrawals shown on your statement (but not in your check book) that may apply to your account. Also, be sure to add any dividends or any deposits shown on your statement (but not in your check book) that apply to your account.