

Handout #3: Account Reconciliation Form

ACCOUNT RECONCILIATION FORM				
OUTSTANDING CHECK			ENDING BALANCE SHOWN ON THIS STATEMENT	A. _____
NUMBER	AMOUNT		PLUS DEPOSITS NOT SHOWN ON THIS	B. _____
	DOLLARS	CENTS	STATEMENT SUB-TOTAL	C. _____
			LESS TOTAL OUTSTANDING CHECKS	D. _____
			EQUALS ADJUSTED ENDING BALANCE	E. _____
			ADJUSTED ENDING BALANCE SHOULD AGREE WITH THE BALANCE SHOWN IN YOUR CHECK REGISTER	
			NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES, OR WITHDRAWALS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR CHECK REGISTER) 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 REGISTER) THAT APPLY TO YOUR ACCOUNT.	
TOTAL				

How to Reconcile Your Account:

1. Compare your check register with the monthly statement you receive from your bank.
2. Write any fees or deductions that are listed on your monthly statement that you haven't already written in your check register. Calculate the new balance.
3. Look at the statement to find any checks that have not yet cleared. If there are any, write them in the Outstanding Checks chart on the Reconciliation Form.
4. On line A write the ending balance listed on your monthly statement.
5. On line B write the total amount of deposits that you put in your account that haven't yet shown up on your monthly statement, if there are any.
6. Add line A to line B. Write the total on line C.
7. On line D write the total from the Outstanding Checks chart.
8. Subtract line D from line C. Write the total on line E. The amount written on line E should match the amount in your check register.