RECONCILLIATION FORM

This form is to help you balance your account

LIST OUTSTANDING TRANSACTIONS NOT ON YOUR STATEMENT					
CHECK NUMBER	AMOUNT		DEBIT TRANSAC-TION	AMOUNT	
			TOTAL (use this amount for step 5)		

PERIOD ENDING	

1 SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO ADD ANY DIVIDENDS

2 ENTER YOUR CURRENT CHECKING ACCOUNT BALANCE		
3 ENTER DEPOSITS MADE LATER THAN YOUR CURRENT CHECKING BALANCE		
TOTAL (2 PLUS 3)		
4 IN YOUR CHECK REGISTER CHECK OFF ALL CHECKS PAID. IN AREA PROIVDED AT LEFT LIST NUMBER AND AMOUNTS OF ALL UNPAID CHECKS & DEBITS		
5 SUBTRACT TOTAL CHECKS AND DEBITS OUTSTANDING		
6 THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE		

HELPFUL HINTS

If your adjusted balance does not agree with your register…

- Recheck your addtion, subtraction, and corrections made in your register and on this reconcilement form
- Verify the carryover balance from page to page in your register
- Be sure you have subtracted any service charges made by the credit union from your checkbook register
- Verify the amount shown on the statement of each check and deposit against the amount written down in your checkbook register

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