

RECONCILEMENT SHEET

1. COMPARE RETURNED CHECKS WITH YOUR STATEMENT
2. SORT THE CHECKS NUMERICALLY, OR BY DATES ISSUED.
3. CHECK OFF ON THE STUBS OF YOUR CHECKBOOK, EACH OF THE CHECKS PAID BY THE BANK AND MAKE A LIST OF THE NUMBERS OR DATES AND AMOUNT OF THOSE STILL OUTSTANDING IN THE SPACE PROVIDED BELOW.
4. CHECK YOUR DEPOSIT RECEIPTS WITH DEPOSITS CREDITED ON YOUR STATEMENT.

CHECKS OUTSTANDING NOT CHARGED TO ACCOUNT

NO. OR DATE	AMOUNT	
TOTAL		

BANK BALANCE SHOWN ON THIS STATEMENT	\$	
ADD- DEPOSITS NOT CREDITED	\$	
SUBTOTAL	\$	
SUBTRACT—CHECKS OUTSTANDING	\$	
BALANCE		
(SHOULD AGREE WITH YOUR CHECKBOOK BALANCE AFTER DEDUCTING SERVICE CHARGE, IF ANY, SHOWN ON THIS STATEMENT)	\$	
YOUR CHECKBOOK BALANCE	\$	
LESS—SERVICE CHARGE		
ADD—ANY INTEREST EARNED		
BALANCE		