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

