



CHECKING ACCOUNT RECONCILIATION WORKSHEET

Each month you will receive an estatement or paper statement (your preference) detailing the activity in your checking account. This includes all the checks you wrote, ATM withdrawals, deposits, charges, fees and any other activity on your account during the month. It is important that you carefully review this statement to make sure it agrees with your records.

Step 1 – Enter your account balance shown on your most recent checking statement. _____

Step 2 – Enter deposits that do not appear on your statement.

Date	Deposit	Date	Deposit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total the amounts and enter on this line. _____

Step 3 – Add the amounts from Steps 1 and 2 _____

Step 4 – Enter outstanding checks, transfers or withdrawals not appearing on your statement. (Be sure to include any debit card purchases, ATM withdrawals and automated payments or fees.)

Date/Check#	Amount	Date/Check#	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total the amounts and enter on this line. _____

Step 5 – Subtract step 4 from Step 3.
 This should match your checkbook register balance. _____