

Checking Account Reconciliation Worksheet

LIST DEPOSITS NOT CREDITED ON THIS STATEMENT (IF ANY)		
1		
2		
3		
4		
5		
6		
TOTAL \$		

1. Before balancing statement be sure to ADD INTEREST and any other automatic monthly deposits to your checkbook balance.

2. Also, DEDUCT service charges (if any) as well as any adjustments and any automatic monthly charges for mortgage, loan payments, insurance premiums, etc., from your checkbook balance.

LIST CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT		
CHECK NUMBER	\$	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
TOTAL \$		

CHECK BALANCE FROM STATEMENT	\$	
➔ (ADD +) DEPOSITS NOT CREDITED ON THIS STATEMENT (if any)	\$	
➔ (SUBTRACT -) CHECKS OUTSTANDING	\$	
BALANCE	\$	