

BANK RECONCILIATION FORM

PLEASE EXAMINE YOUR STATEMENT AT ONCE. ANY DISCREPANCY SHOULD BE REPORTED TO THE BANK IMMEDIATELY.

1. Record any transactions appearing on this statement but not listed in your checkbook.
2. List any checks still outstanding in the space provided to the right.
3. Enter the balance shown on this statement here.
4. Enter deposits recorded in your checkbook but not shown on this statement.
5. Total Lines 3 and 4 and enter here.
6. Enter total checks outstanding here.
7. Subtract Line 6 from Line 5. This adjusted bank balance should agree with your checkbook balance.

CHECKS OUTSTANDING		
Number	Amount	
TOTAL		