If your check register and statement do not balance, have you:

☐ Verified additions and subtractions in your register?

☐ Compared checks posted on the statement to your register?

☐ Compared deposit amounts on statement to your register?

CHECKS OUTSTANDING

DATE OR#	AMOUNT	DATE OR#	AMOUNT	

BALANCE should agree with your share draft register balance after deducting charges and adding credits not shown in your register but included in your statement.

CHECKBOOK RECONCILIATION

ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	$	
SUBTOTAL		
SUBTRACT → TOTAL CHECKS OUTSTANDING	$	
BALANCE		

If your check register and statement do not balance, have you:

☐ Verified additions and subtractions in your register?

☐ Compared checks posted on the statement to your register?

☐ Compared deposit amounts on statement to your register?

CHECKS OUTSTANDING

DATE OR#	AMOUNT	DATE OR#	AMOUNT	

BALANCE should agree with your share draft register balance after deducting charges and adding credits not shown in your register but included in your statement.

CHECKBOOK RECONCILIATION

ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	$	
SUBTOTAL		
SUBTRACT → TOTAL CHECKS OUTSTANDING	$	
BALANCE		

If your check register and statement do not balance, have you:

☐ Verified additions and subtractions in your register?

☐ Compared checks posted on the statement to your register?

☐ Compared deposit amounts on statement to your register?

CHECKS OUTSTANDING

DATE OR#	AMOUNT	DATE OR#	AMOUNT	

BALANCE should agree with your share draft register balance after deducting charges and adding credits not shown in your register but included in your statement.

CHECKBOOK RECONCILIATION

ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	$	
SUBTOTAL		
SUBTRACT → TOTAL CHECKS OUTSTANDING	$	
BALANCE		

If your check register and statement do not balance, have you:

☐ Verified additions and subtractions in your register?

☐ Compared checks posted on the statement to your register?

☐ Compared deposit amounts on statement to your register?

CHECKS OUTSTANDING

DATE OR#	AMOUNT	DATE OR#	AMOUNT	

BALANCE should agree with your share draft register balance after deducting charges and adding credits not shown in your register but included in your statement.

CHECKBOOK RECONCILIATION

ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	$	
SUBTOTAL		
SUBTRACT → TOTAL CHECKS OUTSTANDING	$	
BALANCE		