

Reconciling Your Account

For Checking Accounts

Deposits Not Yet Credited	
Date	Amount
TOTAL	\$

Checks Outstanding					
Check No.	Amount	Check No.	Amount	Check No.	Amount
				TOTAL	\$

Balancing Your Account	
Ending balance shown on the statement	
Add total deposits not yet credited (from above)	+
Subtotal	=
Subtract total checks outstanding (from above)	-
Total	=
Your check register balance	
Add interest (if applicable)	+
Subtotal	=
Subtract service fee (if applicable)	-
Total (should match Total above)	=

For Savings Accounts

Balancing Your Account	
Ending balance shown on the statement	
Add total deposits not yet credited	+
Subtotal	=
Subtract withdrawals not yet deducted	-
Total	=
Your savings account balance	
Add interest (if applicable)	+
Subtotal	=
Subtract service fee (if applicable)	-
Total (should match Total above)	=

We suggest that you retain your statements for your records.