

FOR THE MONTH OF \_\_\_\_\_

## CHECKING RECONCILEMENT

LIST CHECKS OUT	STANDING NOT CHA	RGED TO YOUR CHECK	KING ACCOUNT			
CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT	SHOWN ON THIS STATEMENT		
				PLUS DEPOSITS NOT SHOWN ON THIS STATEMENT	+	
				SUB-TOTAL		
				LESS TOTAL OUTSTANDING DRAFTS		
				ADJUSTED STATEMENT ENDING BALANCE	=	
				ENDING BALANCE IN YOUR CHECK REGISTER		
				ADJUSTMENTS TO	+	
				YOUR CHECK REGISTER	-	
		TOTAL		ADJUSTED CHECK REGISTER		
TO REQUEST A LEGIBLE AT THE PHONE NUMBER I		ASE CALL THE CREDIT UNI THE STATEMENT.	ENDING BALANCE			
IF YOU DO NOT BALANCE						
1. VERIFY ADDITIONS AND SUBTRACTIONS - ABOVE AND IN YOUR CHECK REGISTER. 2. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THE STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER. 3. COMPARE THE DOLLAR CHECKS LISTED ON THE STATEMENT WITH THE DEPOSIT AMOUNTS OF DEPOSITE ANOUNTS OF						

1. VERIFY ADDITIONS AND SUBTRACTIONS - ABOVE AND IN YOUR CHECK REGISTER. 2. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THE STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER. 3. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THE STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER.



# **Checking Reconciliation**

#### CHECKING RECONCILEMENT

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT						
CHECK NUMBER	AMOUNT		CHECK NUMBER	AMOUNT		
	'		TOTAL			

TO REQUEST A LEGIBLE COPY OF A CHECK PLEASE CALL THE CREDIT UNION AT THE PHONE NUMBER LISTED ON THE FACE OF THE STATEMENT.

# FOR THE MONTH OF ENDING BALANCE

	IN ON THIS STATEMENT		
	DEPOSITS HOWN ON THIS STATEME	ENT +	
SUB-T	OTAL		
LESS	TOTAL OUTSTANDING DR	AFTS -	
	STED STATEMENT IG BALANCE	=	
	IG BALANCE IN CHECK REGISTER		
ADJUS	STMENTS TO	+	
YOUR	CHECK REGISTER	-	
	STED CHECK REGISTER		



### IF YOU DO NOT BALANCE

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1. VERIFY ADDITIONS AND SUBTRACTIONS - ABOVE AND IN YOUR CHECK REGISTER. 2. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THE STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER. 3. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THE STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER.