

**Checking Account Reconciliation**

For the Month of \_\_\_\_\_ 20\_\_\_\_\_

Accountholder Name(s) \_\_\_\_\_

Type of Account \_\_\_\_\_

1. Ending balance shown on bank statement =====> \$

**Add up checks and withdrawals still outstanding:**

Check Number or Date	Amount	Check Number or Date	Amount
TOTAL			\$ <input type="text"/>

2. Deduct total checks/withdrawals still outstanding from bank balance ==> - \$

**Add up deposits still outstanding:**

Date	Amount	Date	Amount
TOTAL			\$ <input type="text"/>

3. Add total deposits still outstanding to bank balance =====> + \$

[A] Adjusted Bank Balance (1 - 2 + 3) =====> \$

4. Ending balance shown in checkbook =====> \$

5. Deduct any bank service charges for the period =====> - \$

6. Add interest earned for the period =====> + \$

[B] Adjusted Bank Balance (4 - 5 + 6) =====> \$

Note: Your account is reconciled when line A equals line B.