Bank Reconciliation Form

Checks Outstanding		
Number	Amount	
Total		

Compare the list of checks paid by your bank with your records. List and total the checks not yet paid.

(1) Enter new balance from bank statement. ________

(2) List any deposits made by you but not yet recorded by the bank. ________
+ ________
+ ________
+ ________

(3) Add all numbers from the lines above. ________

(4) Write total of checks outstanding. - ________

(5) Subtract (4) from (3). This is adjusted bank balance. ________

To reconcile your records:

(6) Enter checkbook balance. ________

(7) Write the total of any fees or charges deducted by the bank but not yet subtracted by you from your checkbook. - ________ (Returned check and service charges)

(8) Subtract line (7) from line (6). ________

(9) Enter interest credit. (Also, add to your checkbook.) + ________

(10) Add line (9) to line (8). Adjusted checkbook balance. ________

New balance of your account; lines (5) and (10) should be the same.