firsttechfed.com | 855.855.8805
PO Box 10302 Palo Alto CA 94303

First Tech federal credit union

Check Reconciliation Sheet

Checks Outstanding		
Number	**Amount**	
Total $		

Reconcile your statement to your check register using this form.

If it doesn't balance:

- Verify additions/subtractions on the form and in your check register.
- Make sure the dollar amounts listed in your statement are the same as those recorded in your check register.

ENTER the Ending Balance from your statement. $ _____ ❶

ADD any deposits made but not shown on this statement.

$ _____

$ _____

$ _____

$ _____ $ _____ ❷

Calculate Sub-Total $ _____

SUBTRACT the total Checks Outstanding from the chart above. $ _____ ❸

Calculate Final Balance (❶ + ❷ + ❸).
This amount should be the balance shown in your check register. $ _____

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