

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. \$ _____ **1**

ADD any deposits made but not shown on this statement.

\$ _____
 \$ _____
 \$ _____
 \$ _____

\$ _____ **2**

Calculate Sub-Total

\$ _____

SUBTRACT the total Checks Outstanding from the chart above.

\$ _____ **3**

Calculate Final Balance (1 + 2 + 3).

This amount should be the balance shown in your check register.

\$ _____