

## **Online Checking Account Reconciliation Form**

Traditionally, a checking account reconciliation form is printed on the reverse side of your monthly statement. However, with online banking and e-Statements, the need to reconcile is still there but the form is not. We prepared this reconciliation form for you to print whenever you need. Reconcile your statement with your check register using this form.

If your statement does not balance with your check register:

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

1. CIVIEN	ENTER		Checks Outstanding	
The ending balance from your e-Statement		\$	Check Number	Amount
		·		\$
2. ADD				\$
Any deposits made but not				
shown on your e-Statement \$_				\$
\$				\$
\$_				\$
\$_				\$
\$_				\$
	Total	\$		\$
				\$
3. CALCULATE SUB-TOTAL				\$
(Sub-total is the sum of items				
1 and 2.)		\$		\$
				\$
4. SUBTRACT				\$
The total Checks Outstanding				
from the chart to the right.		\$	Total	\$
5. CALCULATE THE FINAL BALANCE (Item 3 minus item 4) This amount should be the balance shown in your check register		\$		
register		٧		



Chasks Outstanding

1 ENTED