Reconciliation Form & Check List

CHECKING RECONCILEMENT * * * THIS FORM IS TO HELP YOU BALANCE YOUR ACCOUNT

LIST OUTSTANDING TRANSACTIONS NOT CHARGED TO YOUR CHECKING ACCOUNT					
CHECK NUMBER	AMOUNT		DEBIT TRANSACTION	AMOUNT	
			TOTAL (Use this amount for Step 5)		

PERIOD ENDING		
1. SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO ADD ANY DIVIDENDS		
2. ENTER YOUR CURRENT CHECKING ACCOUNT BALANCE		
3. ENTER DEPOSITS MADE LATER THAN YOUR CURRENT CHECKING BALANCE		
TOTAL (2 PLUS 3)		
4. IN YOUR CHECK REGISTER CHECK OFF ALL CHECKS PAID. IN AREA PROVIDED AT LEFT LIST NUMBER AND AMOUNTS OF ALL UNPAID CHECKS & DEBITS		
5. SUBTRACT TOTAL CHECKS & DEBITS OUTSTANDING		
6. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE		

CHECK LIST

- ☐ Automatic Payment Request Form
- ☐ Direct Deposit Request Form
- ☐ Close Account Request Form

Once all outstanding transactions have cleared and any Automatic Payments and/or Direct Deposits have been changed, mail the Close Account Request Form to close your account. Please remember to destroy Checks and ATM/Debit Cards that are associated with that account.

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