Checking Account Reconciliation Worksheet

Checks Outstanding

Check No.	Check Amount
Total	

Transfer to line 9.

Checkbook Balance

1. List your checkbook balance.	
2. Add any deposits or other credits listed on the front of this statement which you have not recorded in your checkbook (such as payroll credits or other electronic deposits).	
3. Subtotal	
4. Subtract any charges listed on the front of this statement which you have not recorded (such as service charges, automatic transfers, electronic transactions, etc.)	
5. Adjusted Checkbook Balance	

This balance should agree with line 10, below

Statement Balance

6. List your current statement balance as shown on the front of this statement.	
7. Add deposits made, but not shown on this statement.	
8. Subtotal.	
9. Subtract total from “Checks Outstanding.”	
10. Adjusted Statement Balance.	

This balance should agree with line 5, above