Checking Account Reconciliation Worksheet

Check No.	Check Amount
Total	

Total Checks Outstanding
Transfer to line 9.

Checkbook Balance

1. List your checkbook balance	
2. Add any deposit 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 transactions, etc.)	
3. Subtotal	
4 Subtract any changes 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 “Checkbook Outstanding.”	
10. Adjusted Statement Balance.	

This balance should agree with line 5, above