



## ACCOUNT RECONCILIATION FORM (PDF Fill-In Form)

### ✓ Instructions

This form is provided to help you reconcile your checking account. Simply follow the steps below and enter your amounts into this form to get your total.

#### Step 1

1. Review your check register and check off the following transactions from your Salem Five bank statement.
  - Deposits, personal checks, ATM deposits and withdrawals, POS purchases, automatic transfers/payments, service fees, etc.

If any transactions appear on your statement, but are not listed in your check register, verify that they are correct and record them in your check register and adjust your register balance.

#### Step 2

2. Add "interest" from your statement to your check register balance.

Enter new check register balance here:

#### Step 3

3. List and total all **deposits** to your checking account not checked off in your account register.

	Date	Amount		Date	Amount
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Total Deposits

**Step 4**

4. List and total all outstanding **checks** and other withdrawals on your checking account not checked off in your account register.

	Date	Amount		Date	Amount
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Total Outstanding Check and Withdrawals

**Your Balance!**

