IU Credit Union

Checkbook Reconciliation Worksheet

OUTSTANDING CHECKS

NUMBER	AMOUNT	
TOTAL		

ENDING BALANCE SHOWN ON STATEMENT ____________

PLUS DEPOSITS NOT SHOWN ON STATEMENT ____________

SUBTOTAL ____________

LESS TOTAL OUTSTANDING CHECKS ____________

EQUALS ADJUSTED ENDING BALANCE ____________

ADJUSTED ENDING BALANCE SHOWN ABOVE SHOULD AGREE WITH THE BALANCE SHOWN IN YOUR CHECKBOOK LEDGER

NOTE: BE SURE TO DEDUCT ANY CHARGES, FEES OR WITHDRAWALS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR CHECKBOOK) THAT MAY APPLY TO YOUR ACCOUNT. ALSO, BE SURE TO ADD ANY DIVIDENDS OR ANY DEPOSITS SHOWN ON YOUR STATEMENT (BUT NOT IN YOUR CHECKBOOK) THAT APPLY TO YOUR ACCOUNT.

Get more from http://www.getforms.org