



Reconciling Your Checking Account

- Compare the entries on your statement with your check register and check off all matching entries.
- Update your check register by adding or subtracting any entries that appear on your statement that have not been entered on your register.
- List all checks and ATM withdrawals not listed on your statement in table A below.

Table A

Check Number	Amount
Total	\$

List all deposits that do not appear on your statement in table B below.

Table B

Deposit Date	Amount
Total	\$

To balance complete the information below.

Enter Ending Balance - Shown on Statement	\$
Add Total Outstanding Deposits (Table B)	+
Subtotal	=
Subtract Total of Outstanding Checks (Table A)	-
Total should match your records	=

If you do not balance:

- Recheck all additions and subtractions in your check register and on the tables above.
- Compare all dollar amounts shown on your check copies or in your check register.
- Compare deposits shown on the statement with your deposit slips.

Report any errors to the credit union.