## CHECKBOOK BALANCING WORKSHEET

OUTSTANDING CHECKS OR WITHDRAWALS		CHECKBOOK RECONCILIATION	
DATE OR NUMBER	AMOUNT		
		ENTER	
		BALANCE THIS STATEMENT	
		ADD	
		RECENT DEPOSITS	
		(NOT CREDITED ON THIS STATEMENT)	
		TOTAL	\$
			Ψ
		SUBTRACT	
		OUTSTANDING CHECKS	
		BALANCE	*
		* This number should agree with	your own checkbook balance.
Remember to add interest earned		and deduct charges included	
TOTAL		on this statement and enter those in your checkbook register.	

Please refer to the procedures outlined in your statement for reporting any discrepancies.