CHECKING RECONCILEMENT

THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR CHECKING ACCOUNT

LIST CHECKS OUTSTANDING NOT CHARGED TO MY CHECKING ACCOUNT

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
	TOTAL		

TO REQUEST A LEGIBLE COPY OF A CHECK PLEASE CALL THE CREDIT UNION AT THE PHONE NUMBER LISTED ON THE FACE OF THIS STATEMENT.

PERIOD ENDING		
	, 20	

1. *SUBTRACT* FROM YOUR DRAFT REGISTER ANY CHARGES LISTED ON THIS CHECKING STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO, *ADD* ANY DIVIDEND

2. *ENTER* CHECK BALANCE SHOWN ON THIS STATEMENT HERE	$	
3. ENTER DEPOSITS MADE LATER THAN THE ENDING DATE ON THIS STATEMENT +	$	
+	$	
+	$	
TOTAL (2 plus 3)	$	
4. IN YOUR CHECK REGISTER, *CHECK-OFF* ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, *LIST* NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS		
5. *SUBTRACT* TOTAL CHECKS OUTSTANDING {	$	
6. THIS AMOUNT SHOULD EQUAL MY CHECK REGISTER BALANCE	$	

IF YOU DO NOT BALANCE

1.VERIFY ADDITIONS AND SUBTRACTIONS- ABOVE AND IN MY DRAFT REGISTER. 2. COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THIS STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER. 3. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN MY DRAFT REGISTER.