

<p>If your check register and statement do not balance, have you:</p> <p><input type="checkbox"/> Verified additions and subtractions in your register?</p> <p><input type="checkbox"/> Compared checks posted on the statement to your register?</p> <p><input type="checkbox"/> Compared deposit amounts on statement to your register?</p>	CHECKS OUTSTANDING				CHECKBOOK RECONCILIATION				
	DATE OR#	AMOUNT	DATE OR#	AMOUNT	ENTER	BALANCE THIS STATEMENT	\$		
						ADD	RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	\$	
					SUBTOTAL				
							SUBTRACT	TOTAL CHECKS OUTSTANDING	\$
						BALANCE			
	BALANCE should agree with your share draft register balance after deducting charges and adding credits not shown in your register but included in your statement.								

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