CLACKAMAS FEDERAL CREDIT UNION

PO BOX 2020 / OREGON CITY, OR 97045 (503) 656-0671 / (800) 878-0671 / (503) 656-0227 FAX

» Checking Account Reconciliation

CHECKING ACCOUNT RECONCILEMENT

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

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT			
CHECK NUMBER	**AMOUNT**	**CHECK NUMBER**	**AMOUNT**
		TOTAL ▶	

PERIOD ENDING

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

2. ENTER CHECKING ACCOUNT BALANCE SHOWN ON THIS STATEMENT.		$
		$
3. ENTER DEPOSITS MADE LATER THAN THE ENDING DATE OF 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 YOUR CHECK REGISTER BALANCE.		$

IF YOU DO NOT BALANCE

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