

Customer \_\_\_\_\_  
Bank Reconciliation as of \_\_\_\_\_

<p><b>Ending</b> Checkbook Register Balance: _____</p> <p><b>Additions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Interest</td> <td style="width: 20%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">+</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Additions:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Subtotal:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Deductions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Bank service charge</td> <td style="width: 20%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Deductions:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Reconciled balance:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Interest	Amount							Other _____	_____	+						Other _____	_____						Other _____	_____						Other _____	_____						Total Additions:								Subtotal:								Bank service charge	Amount							Other _____	_____	-						Other _____	_____						Other _____	_____						Other _____	_____						Total Deductions:								Reconciled balance:								<p><b>Ending</b> Bank Statement Balance: _____</p> <p><b>Additions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Deposits in transit</td> <td style="width: 20%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">+</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Additions:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Subtotal:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Deductions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Outstanding checks</td> <td style="width: 20%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Deductions:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Reconciled balance:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Deposits in transit	Amount							Other _____	_____	+						Other _____	_____						Other _____	_____						Other _____	_____						Total Additions:								Subtotal:								Outstanding checks	Amount							Other _____	_____	-						Other _____	_____						Other _____	_____						Other _____	_____						Total Deductions:								Reconciled balance:							
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Checks Outstanding	
Check number & date	Amount
Total:	

Deposits in Transit	
Deposit & date	Amount
Total:	

- 1) Record cleared checks. Place a check mark (✓) next to checks that have cleared.
- 2) Identify outstanding checks. (Those are the checks *without* the check marks!)  
Write the outstanding checks in the area above labeled [Checks Outstanding].
- 3) Record deposits confirmed. Place a check mark next to the deposits that have been confirmed.
- 4) Identify deposits in transit. (Those are the deposits without the check marks!)  
Write the deposits in transit in the area above labeled [Deposits in Transit].  
In practice, it is rare that you will have deposits that have not been confirmed.
- 5) Look for transactions that were accidentally left out of the check register!  
(These are the items that will sometimes make it difficult to reconcile.)
- 6) Reconcile!