RECONCILING YOUR CHECKING ACCOUNT

THIS STEP-BY-STEP WORKSHEET IS PROVIDED TO ASSIST YOU IN BALANCING YOUR CHECKBOOK:

1. ENTER: Ending Balance from your statement ............ __________
2. ADD: Any deposits not shown on your statement ......+ __________
3. SUBTRACT: Total of all outstanding checks—those you’ve written but not yet been listed in this or prior statements from the Bank ..........................................– __________
4. EQUALS: Current BALANCE OF ACCOUNT .............. __________
5. ENTER: Current checkbook balance .........................
6. ADD: Automatic deposits, Cash Reserve Advances, etc., if not previously entered ....................................+ __________
7. SUBTRACT: Monthly service charge, other bank charges and automatic deductions (payments) adjustments, if any, and if not previously deducted ....− __________
8. EQUALS: adjusted checkbook balance (should equal “Balance of Account” above) ................ __________

*LINES 4 AND 8 SHOULD AGREE

<table>
<thead>
<tr>
<th>DEPOSITS OUTSTANDING</th>
<th>CHECKS OUTSTANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>AMOUNT</td>
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IF YOUR CHECKBOOK AND YOUR STATEMENT DO NOT BALANCE, IT MAY BE BECAUSE:

- The amount of each check and deposit on your statement is not identical to the amount entered in your checkbook.
- Your checkbook has addition or subtraction errors.
- All outstanding checks have not been listed.
- Deposits were made that do not appear on your statement.
- Checks have been written that were not recorded in your checkbook.
- You had checks deposited that were returned and not adjusted in your checkbook.
- Your reconciliation last month had differences which were not corrected.

ENTER TOTAL A ON LINE 2 AND TOTAL B ON LINE 3.