Reconciliation Worksheet

Before you close your old account, you need to make certain that all checks have paid, and that all of your automatic direct deposit and payments are being received on your new Central Bank Account. You can reconcile your old account below to verify that all entries you expected have cleared.

Checks Outstanding
(Written but not shown on statement)

Check #	Amount	
TOTAL		

Reconciled as of _____, 20____

ENTER Statement Balance $_____

ADD Deposits made after Statement Date
+_____
+_____
+_____

TOTAL $_____

SUBTRACT - $_____
Total of Checks Outstanding

BANK BALANCE $_____
Should agree with your checkbook balance after deducting Charges and adding credits listed on statement but not shown in checkbook.