



## ACCOUNT RECONCILIATION FORM

This form is to help you reconcile your checking account. Make sure your monthly checking statement matches your own records by reconciling your checking account regularly. Simply follow the steps below and enter your amounts to get your totals. Review your check register and check off the following transactions from your Salem Five bank statement.

- Deposits, personal checks, ATM deposits and withdrawals, POS purchases, automatic transfers/payments, and fees.

If any transactions appear on your statement, not listed on your check register, verify that they are correct and record them in your check register and adjust your register balance below.

### Step 1

1. Enter balance from your check register: \_\_\_\_\_
2. Enter ending balance on your bank statement: \_\_\_\_\_

### Step 2

1. Total all deposits to your checking account not checked off in your account register.

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

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Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Enter Total Deposits: \_\_\_\_\_

### Step 3

1. List and total all outstanding checks and other withdrawals on your checking account not checked off in your account register.

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

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Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**Enter Total Outstanding Checks and Withdrawals:** \_\_\_\_\_

### Step 4

1. Add Ending Balance of your statement and Total Deposits to get Sub-Total.

**Enter Sub-Total:** \_\_\_\_\_

2. Subtract Outstanding Checking and Withdrawals from Sub-Total to get Adjusted Ending Balance.

**Enter Adjusted Ending Balance:** \_\_\_\_\_

**Adjusted ending balance should agree with the balance from your check register.**

**CONTACT INFORMATION:** Contact Center: (800) 850-5000  
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