## **Checking Account Reconciliation**

### **STEP ONE:**

### **Reconcile Your Checkbook Register**

- 1. Go down the items in your checkbook register and check off any:
  - *Checks* listed on this statement.
  - Deposits listed on this statement
  - Debits (ATM withdrawal, transfer, etc.) listed on this statement
- 2. Make an entry in your checkbook register and add any dividend paid to you.
- 3. Make an entry in your checkbook register and subtract any service charges (checking printing, returned checks, monthly fee, etc.)
- 4. Complete *EITHER* of the *Step Two* methods.

# STEP TWO: E-Z Calculator Method

- 1. On your calculator enter your "Ending Balance" as shown on this statement
- 2. Go down the unchecked items on your checkbook register and
  - Subtract from your calculator total any unchecked check(s) or debit(s)
  - Add to your calculator total any unchecked deposit(s) or credit (s)
- 3. The balance shown on your calculator should be the same as the balance in your checkbook

# STEP TWO: Traditional Method 1. Enter your "Ending Balance: as shown on this statement 2. Enter the total of any deposits not on this statement 3. ADD lines 1 and 2 above 4. Enter the total of any checks not on this statement 5. SUBTRACT line 4 from line 3 6. The balance shown on line 5 should be the same as in your checkbook

(This space can be used to total deposits or checks)	
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$