

RECONCILIATION OF CHEQUING ACCOUNT

MARK OFF ON YOUR RECORDS ALL ITEMS APPEARING ON THIS STATEMENT

BALANCE SHOWN ON ACCOUNT STATEMENT \$ _____

ADD

CREDITS/DEPOSITS SHOWN IN YOUR RECORD
BUT NOT ON THE ACCOUNT STATEMENT

TOTAL ADDITIONS \$ _____ \$ _____

SUBTOTAL \$ _____

SUBTRACT

FROM YOUR RECORDS
LIST ALL CHEQUES
WHICH ARE STILL
OUTSTANDING

TOTAL SUBTRACTIONS \$ _____ \$ _____

THIS FIGURE SHOULD AGREE WITH THE BALANCE SHOWN IN YOUR RECORDS \$ _____

PLEASE NOTIFY US IF YOU HAVE ANY PROBLEMS BALANCING YOUR RECORDS