SEMI-ANNUAL CHECKING ACCOUNT RECONCILEMENT

PLEASE USE THIS FORM FOR YOUR MONTHLY CHECKING ACCOUNT BALANCING FOR THE NEXT SIX (6) MONTHS.

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
	TOTAL		

PERIOD ENDING DATE ON YOUR STATEMENT

1. **SUBTRACT** FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON YOUR CHECKING ACCOUNT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO **ADD** ANY DIVIDEND.

2. **ENTER** CHECKING ACCOUNT BALANCE SHOWN ON YOUR STATEMENT HERE.		$
3. **ENTER** CHECKING ACCOUNT DEPOSITS MADE LATER THAN THE ENDING DATE ON YOUR STATEMENT.	+	$
	+	$
	+	$
4. **SUBTOTAL** (2 PLUS 3)		$
5. IN YOUR CHECK REGISTER **CHECK OFF** ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, **LIST** NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS. **ENTER** TOTAL OF CHECKS OUTSTANDING HERE.	-	$
6. **SUBTRACT** 5 FROM 4. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE.		$

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
	TOTAL		

PERIOD ENDING DATE ON YOUR STATEMENT

1. **SUBTRACT** FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON YOUR CHECKING ACCOUNT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO **ADD** ANY DIVIDEND.

2. **ENTER** CHECKING ACCOUNT BALANCE SHOWN ON YOUR STATEMENT HERE.		$
3. **ENTER** CHECKING ACCOUNT DEPOSITS MADE LATER THAN THE ENDING DATE ON YOUR STATEMENT.	+	$
	+	$
	+	$
4. **SUBTOTAL** (2 PLUS 3)		$
5. IN YOUR CHECK REGISTER **CHECK OFF** ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, **LIST** NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS. **ENTER** TOTAL OF CHECKS OUTSTANDING HERE.	-	$
6. **SUBTRACT** 5 FROM 4. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE.		$

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
	TOTAL		

PERIOD ENDING DATE ON YOUR STATEMENT

1. **SUBTRACT** FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON YOUR CHECKING ACCOUNT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO **ADD** ANY DIVIDEND.

2. **ENTER** CHECKING ACCOUNT BALANCE SHOWN ON YOUR STATEMENT HERE.		$
3. **ENTER** CHECKING ACCOUNT DEPOSITS MADE LATER THAN THE ENDING DATE ON YOUR STATEMENT.	+	$
	+	$
	+	$
4. **SUBTOTAL** (2 PLUS 3)		$
5. IN YOUR CHECK REGISTER **CHECK OFF** ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, **LIST** NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS. **ENTER** TOTAL OF CHECKS OUTSTANDING HERE.	-	$
6. **SUBTRACT** 5 FROM 4. THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE.		$

IF YOU DO NOT BALANCE

VERIFY ADDITIONS AND SUBTRACTIONS ABOVE AND IN YOUR CHECK REGISTER, COMPARE THE DOLLAR AMOUNTS OF CHECKS AND DEPOSITS LISTED ON YOUR STATEMENT AND WITH THE AMOUNTS LISTED IN YOUR CHECK REGISTER.