

SIMPLE METHOD OF ACCOUNT RECONCILEMENT

CHECKS OUTSTANDING

[illegible]

TO PROVE THE BALANCE AS SHOWN
ON YOUR STATEMENT

Sort the checks numerically or by date issued.

Check off on the stubs of your checkbook each of the checks paid by the bank.

Make a list of the numbers and amounts of those still outstanding in the space provided at the left.

Add the sum of the outstanding checks to the balance as shown in your checkbook.

List below all deposits made which do not appear on the statement.

Add to this total the balance as shown on the statement.

Be sure service charges and any other bank charges, appearing on the statement, have been deducted from your checkbook.

The two results should agree, and if so, the statement rendered is correct. If there is a difference between these figures, check the additions and subtractions in your check-book. Please report any difference still remaining to the bank within ten days after receipt of your statement.

DEPOSITS NOT CREDITED

			DATE	AMOUNT	
TOTAL CHECKS OUTSTANDING			TOTAL DEPOSITS NOT CREDITED		
BALANCE AS PER CHECKBOOK			BANK BALANCE AS PER STATEMENT		
TOTAL			TOTAL		

maryland national bank

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