



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: _____

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Date: _____ Deposit Amount: _____

Date: _____ Deposit Amount: _____

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: _____

Check Number: _____ Check Amount: _____

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
210 Essex Street | Salem, MA 01970 mail@salemfive.com