

Reconciliation table

To help you in reconciling your account, follow the instructions as numbered.

1. Enter in your transaction record any deposits or withdrawals shown on your statement but not already recorded by you

2. List unpaid cheques/withdrawals

Cheque number	Amount	
D		

3. List deposits made after final date of this statement

Deposits	Amount	
B		

Note:

Watch for regular payments for insurance, etc. These should be deducted from your account balance.

4. Final balance of your statement

Total deposits

5. Add[§] A and B total

Total withdrawals

6. Subtract[§] D from C

A		
B		
C		
D		

§ if account is overdrawn subtract deposits and add withdrawals.