



## Online Checking Account Reconciliation Form

Eastern Michigan Bank has prepared this reconciliation form for you to print whenever you need. Please use this form to reconcile your statement with your check register.

If your statement does not balance with your check register:

1. Verify additions and subtractions on the form and in your check register.
2. Make sure the dollar amounts of the checks listed in your statement are the same as those recorded in your check register.

### 1. ENTER

The ending balance from your statement \$ \_\_\_\_\_

### 2. ADD

Any deposits made but not shown on your statement

\$		
\$		
\$		
\$		
\$		
\$		
<b>Total</b>		\$ _____

### 3. CALCULATE SUB-TOTAL

(Sub-total is the sum of items 1 and 2.) \$ \_\_\_\_\_

### 4. SUBTRACT

The total Checks Outstanding from the chart to the right. \$ \_\_\_\_\_

### 5. CALCULATE THE FINAL BALANCE

(Item 3 minus item 4)  
 This amount should be the balance shown in your check register \$ \_\_\_\_\_

Checks Outstanding	
Check Number	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	\$

