

**Reconciliation Worksheet**

You will need to make certain that all checks have cleared before you close your old account. Use the chart below to reconcile your account, and verify direct deposits and payments have been transferred to your new account.

**Checks Outstanding**

Check #	Amount	Date
Total		

Reconciled as of \_\_\_\_\_, 20\_\_\_\_

Statement Date \_\_\_\_\_

Statement Balance \$ \_\_\_\_\_

Deposits made after \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Subtract** - \$ \_\_\_\_\_

Total of Checks Outstanding \_\_\_\_\_

**Bank Balance** \$ \_\_\_\_\_

