# RECONCILIATION WORKSHEET

ARCHER CREDIT UNION
*Where Trust is Traditional*

Before you close your old account, make certain that all of your checks have been paid and that all of your direct deposits and automatic payments are being received on your new checking account. Use this worksheet to monitor activity on your old checking account as checks clear.

**ACCOUNT: _____**
**RECONCILED AS OF _____, 20 ___.**

CHECKS OUTSTANDING
(Written but not shown on statement)

| Check # | Amount | ✔ |
|---|---|---|
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| | | |
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| | | |
| | | |
| | | |
| TOTAL | | |

Enter Statement Balance $ _____

Add Deposits made after statement date:

\+ _____
\+ _____
\+ _____

**TOTAL:** **$** _____

Subtract Total of checks outstanding:

– _____

**TOTAL BALANCE:** **$** _____

The total balance should agree with your checkbook balance after deducting Charges and adding Credits listed on statement but not shown in checkbook.

**ACCOUNT: _____**
**RECONCILED AS OF _____, 20 ___.**

CHECKS OUTSTANDING
(Written but not shown on statement)

| Check # | Amount | ✔ |
|---|---|---|
| | | |
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| | | |
| TOTAL | | |

Enter Statement Balance $ _____

Add Deposits made after statement date:

\+ _____
\+ _____
\+ _____

**TOTAL:** **$** _____

Subtract Total of checks outstanding:

– _____

**TOTAL BALANCE:** **$** _____

The total balance should agree with your checkbook balance after deducting Charges and adding Credits listed on statement but not shown in checkbook.

**Clear Form**

Reviewed: 8/7/2018