RECONCILIATION FORM

This form is to help you balance your account

PERIOD ENDING		TEMENT	ONS NOT ON YOUR STA	RANSACTI	OUTSTANDING TR	LIST C
SUBTRACT FROM YOU WHICH YOU HAVE NO YOUR BALANCE.	1	AMOUNT	DEBIT TRANSAC- TION	NT	AMOUN ⁻	CHECK NUMBER
ENTER YOUR CURR CHECKING ACCOU BALANCE	2					
ENTER DEPOSITS M LATER THAN YOUR CU CHECKING BALAN	3					
TOTAL (2						
IN YOUR CHECK REG CHECK OFF ALL CHECK IN AREA PROIVDED A LIST NUMBER AN AMOUNTS OF ALL UI CHECKS & DEBIT	4					
SUBTRACT TOTAL CH AND DEBITS OUTSTA	5					
THIS AMOUNT SHO EQUAL YOUR CHE REGISTER BALAN	6					
			TOTAL (use this amount for step 5)	<u> </u>		

SUBTRACT FROM YOUR CHECK REGISTER ANY CHARGES WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO ADD ANY DIVIDENDS								
2	ENTER YOUR CURRENT CHECKING ACCOUNT BALANCE							
3	ENTER DEPOSITS MADE LATER THAN YOUR CURRENT CHECKING BALANCE							
	TOTAL (2 PLUS 3)							
4	IN YOUR CHECK REGISTER CHECK OFF ALL CHECKS PAID. IN AREA PROIVDED AT LEFT LIST NUMBER AND AMOUNTS OF ALL UNPAID CHECKS & DEBITS							
5	SUBTRACT TOTAL CHECKS AND DEBITS OUTSTANDING							
6	THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE							

HELPFUL HINTS

If your adjusted balance does not agree with your register...

- Recheck your addtion, subtraction, and corrections made in your register and on this reconcilement form
- Verify the carryover balance from page to page in your register
- Be sure you have subtracted any service charges made by the credit union from your checkbook register
- Verify the amount shown on the statement of each check and deposit against the amount written down in your checkbook register



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