Account Reconciliation Form

Use this form to balance your accounts. Simply print as many copies as you need and follow the instructions.

1. Be sure that you've recorded all of our automatic transactions, such as automatic deposits, credit advances, transfers, payments and services charges.

2. Compare your checkbook and your statement. Check off any debits and credits that are in both.

3. List any checks that you've written, but did not clear prior to the statement closing in the columns below. Include any other deductions recorded in your checkbook, but not listed on your statement.

Check Number/Other Deduction	**Amount**
Total	

4. Enter Ending Balance from the front of your statement in the space provided.

5. Add deposits made since the end of the statement period

6. Subtract outstanding checks from the table above.

7. The balance should be the balance now shown in your checkbook.

Ending Balance		
Deposits (# 5)	Add (+)	
Checks (# 6)	Subtract (-)	
Balance (# 7)		

If your account does not balance, check the items below:

- Are the amounts of all the deposits you have entered in your checkbook the same as those shown on this statement?
- Are there any checks shown on this statement that are not listed in your checkbook?
- Is the amount of each check correctly recorded in your checkbook?
- Is the addition and subtraction correct?
- Have you checked all automatic transactions involving your account?

MEREDITH VILLAGE SAVINGS BANK

You ask. We listen. *Together we solve.*