Ballston Spa National Bank
Account Reconciliation Form

To reconcile your account do the following:

Step 1) Arrange checks numerically or by date and mark off (✓) in check book.

Step 2) List outstanding checks (ones not yet checked off) and enter in chart to the left below.

Step 3) Check deposits on statement against check book. Enter in Reconciliation Sheet (below right) any deposits made since last date appearing on bank statement.

Step 4) Enter any service charge, automatic savings transfer, etc., from your records in the Reconciliation Sheet (below right).

List and total all outstanding checks here		
NUMBER	AMOUNT	
Total Outstanding		

Reconciliation Sheet

Enter statement ending balance……$_____

Add total deposits not entered (step 3) or transferred $_____

SUB TOTAL……$_____

Subtract total outstanding checks (step 2) from chart …… $_____

Enter any service charge (step 4) automatic savings transfer, etc., you records……..... $_____

TOTAL…….. $_____

The TOTAL is your current balance and should agree with your records

Member FDIC EQUAL HOUSING LENDER

BSNB
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