

# ACCOUNT RECONCILIATION FORM

## FIRST, START WITH YOUR ACCOUNT REGISTER/CHECKBOOK:

1. List your account register/checkbook balance here \$ \_\_\_\_\_
2. Subtract any service charges or other deductions not previously recorded that are listed on this statement \$ \_\_\_\_\_
3. Add any credits not previously recorded that are listed on this statement (for example interest) \$ \_\_\_\_\_
4. This is your NEW ACCOUNT REGISTER BALANCE \$ \_\_\_\_\_

## NOW, WITH YOUR ACCOUNT STATEMENT:

1. List your statement ending balance here \$ \_\_\_\_\_
2. Add any deposits not shown on this statement \$ \_\_\_\_\_

**SUBTOTAL:** \$ \_\_\_\_\_

3. List and total all outstanding checks, ATM, check card and other electronic withdrawals
4. TOTAL OF OUTSTANDING checks, ATM, check card and other electronic withdrawals \$ \_\_\_\_\_
5. Subtract total outstanding checks, ATM, check card and other electronic withdrawals from subtotal This balance should match your new account register balance \$ \_\_\_\_\_

Upon receipt of your statement, differences, if any, should be reported to the Credit Union promptly in writing and in accordance with provisions in your deposit agreement.



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