Bank reconciliation form

Account: _____ Last 4 digits: _____

Statement end: _____ Currency: _____

Use the same date and currency on both sides. Attach supporting lists.

BANK SIDE

Balance per statement	_____
Add deposits in transit	_____
Subtract outstanding checks and payments	_____
Add or subtract documented bank errors	_____
Adjusted bank balance	_____

BOOK SIDE

Balance per cash ledger before adjustments	_____
Add interest and collections not yet recorded	_____
Subtract bank fees not yet recorded	_____
Subtract NSF items not yet recorded	_____
Subtract automatic payments not yet recorded	_____
Add or subtract documented book errors	_____
Adjusted book balance	_____

Difference: adjusted bank minus adjusted books	_____

Prepared by / date: _____

Reviewed by / date: _____

Unresolved items / owner / next action:

_____

_____

A zero difference means the adjusted balances agree, not that every transaction is correct. Record supported book adjustments once. Do not post deposits in transit or outstanding checks again, and do not force a balance with an unsupported entry.