



BANK RECONCILIATION REPORT

Examine your statement and report any transaction errors per instructions found on the back of your statement. Mark off in your checkbook register each item that is posted to your statement. List below unpaid checks or other debits as Outstanding Withdrawals and any deposits or other credits not shown on your statement as Outstanding Deposits. Be sure to include any items still not paid from previous statement. Subtract from your checkbook balance any fees or charges appearing on your statement. Reconcile your statement in the space provided below.

Customer Name: _____

Date of Bank Statement: _____ Bank Account Number: _____

OUTSTANDING WITHDRAWALS		
DATE	PAYEE	AMOUNT
TOTAL A		

OUTSTANDING DEPOSITS		
DATE	PAYEE	AMOUNT
TOTAL B		

RECONCILIATION	
CLOSING CHECKBOOK BALANCE	
ADD: OUTSTANDING WITHDRAWALS (TOTAL A)	
SUB-TOTAL	
LESS: OUTSTANDING DEPOSITS (TOTAL B)	
EXPECTED BANK STATEMENT BALANCE ►	

Bank Reconciliation Report Instructions

Use our fillable form with built-in calculations to make reconciliation easier.

- **Print:** Use Ctrl+P / Command+P to print a blank copy for manual entry.
- **Download:** Save the form to your computer for future use.
- **Fill & Calculate:** Open in Adobe Acrobat Reader (free at adobe.com) to enter data and see totals update automatically.
- **Tip:** For full functionality, avoid using browsers—use Acrobat Reader.