Corning Credit Union

One Credit Union Plaza | Corning, NY 14830-1050
607-962-3144 or 800-677-8506 | www.corningcu.org

Checkbook Reconciliation Form

Step 1 - When you receive your CCU Monthly Statement, either in the mail or online, start by verifying what transactions have cleared your account by comparing your checkbook ledger to the statement. Add any credits or deposits and subtract any debits or cleared checks that you have not previously recorded in your checkbook. Place that amount in the box to the right.

$ _____

Step 2 - Place the amount of the ending balance from your current statement on line 1.

1. _____

Step 3 - On the lines provided on the far right under "Step 3," list and add up any outstanding deposits or credits that were not listed on your current statement. Place the amount on line 2.

2. + _____

Step 4 - Add lines 1 and 2 and place the amount on line 3.

3. = _____

Step 5 - On the lines provided on the far right under "Step 5," list and add up any outstanding debits or checks that were not listed on your current statement. Place the amount on line 4.

4. − _____

Step 6 - Subtract line 4 from line 3 and place the amount on line 5. **The amount on line 5 should equal the ending balance of your checkbook ledger, which is in the box from Step 1.**

5. = _____

Step 3

Amount
+
Total

Step 5

Check #	Amount
	+
	Total