

RECONCILEMENT STATEMENTS



How to Reconcile Your City National Bank Account Statement

To reconcile your check register balance to your statement balance: Place a check mark in your check register next to items that are listed on your statement during the statement period. List the deposits/credits and checks/debits that have not yet posted to your statement in the “Deposits/Credits Outstanding” and “Checks/Debits Outstanding” boxes below.

Then, follow the instructions in lines 1 through 10.

Deposits/Credits Outstanding	
Item	Amount
TOTAL	

record total on line 7

Checks/Debits Outstanding	
Item	Amount
TOTAL	

record total on line 9

Check Register Balance	
1. Write in your current check register balance	
2. ADD any deposits or other credits listed on the statement which you have not recorded in your check register (such as payroll deposits, interest payments or other direct electronic deposits)	+
3. SUBTOTAL	
4. SUBTRACT any charges listed on the statement which you have not recorded in your check register (such as service charges, check/debit card transactions, automatic transfers, electronic transactions)	-
5. ADJUSTED CHECK REGISTER BALANCE	

Statement Balance	
6. Write in the statement's ending balance	
7. ADD total from “Deposits/Credits Outstanding” which are not shown on the statement	+
8. SUBTOTAL	
9. SUBTRACT total from “Checks/Debits Outstanding” which are not shown on the statement	-
10. ADJUSTED STATEMENT BALANCE	

Line 10 balance should agree with line 5 above