SAMPLE MONTHLY BANK STATEMENT AND CHECK REGISTER

MAIN BANK
2100 MAIN AVE
SHOREVIEW MN 55126

24 HOUR TELEPHONE TRANSFER LINE – 123-5678
CUSTOMER SERVICE NUMBER – 567-1234 EXT 290

JAMES C. MORRISON
MARY A. MORRISON
1234 SHERIDAN DRIVE
SHOREVIEW MN 55126

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DEPOSIT ACCOUNTS

DETAIL CHECKING
REGULAR CHECKING
ACCOUNT: 241013885
SOC. SEC. 490-35-6244

THIS STATEMENT SHOWS ALL ACCOUNT TRANSACTIONS FROM SEP 14,— THRU OCT 12,—

DEPOSITS		CHECKS AND DEDUCTIONS						DAILY BALANCES	
DATE	AMOUNT	NO.	DATE	AMOUNT	NO.	DATE	AMOUNT	DATE	AMOUNT
9/19	50.00	3882	9/15	60.00				9/15	2811.04
		—						9/18	2747.44
OTHER ADDITIONS		3884	9/18	63.60				9/19	2797.44
DEPOSIT		3885	9/26	200.00				9/25	2542.78
DELUXE CHECK PRI		3886	9/25	254.66				9/26	2342.78
10/05	945.50	3887	10/03	63.60				10/03	559.20
		3888	10/03	1719.98				10/05	1504.70
		—						10/11	1468.70
		3890	10/11	36.00					

—INDICATES ONE OR MORE MISSING CHECKS

BEGINNING BALANCE 9/14/—	DEPOSITS & CREDITS		CHECKS & DEBITS		ENDING BALANCE 10/12/—
	NO.	AMOUNT	NO.	AMOUNT	
2871.04	2	995.50	7	2397.84	1468.70

ENCLOSURES: 8

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)		BALANCE	
									$ 2906	04
3881	9/9	Betty Randall	$ 35	00	✓	$	$		2871	04
3882	9/15	St. Paul Electric	60	00					2811	04
3883	9/17	Sinclairs	33	19					2777	85
3884	9/18	Pete's Garage	63	60					2714	25
	9/19	Deposit					50	00	2764	25
3885	9/26	Sears	200	00					2564	25
3886	9/25	Village	254	66					2309	59
3887	10/3	Cub	63	60					2245	99
3888	10/3	Main Bank	1719	98					526	01
	10/5	Deposit					945	50	1471	51
3889	10/6	Mountie's	54	36					1417	15
3890	10/11	Ryan Pottatch	36	00					1381	15
	10/12	Deposit					75	00	1456	15
3891	10/14	Hauser 'N	10	00					1446	15
	10/15	Deposit					150	00	1596	15

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED

Reconciliation Form

HOW TO BALANCE YOUR ACCOUNT

1. Check off in your account register each transaction shown on the front of this statement. In the appropriate space to the right, list the deposits and checks or withdrawals which are listed in your register but not on the statement.
2. Total these two columns.
3. ENTER your ending balance from the front of this statement.
4. ADD to your balance the total of the deposits made to your account but not listed on the statement.
5. SUBTRACT the total of the withdrawals made from your account but not listed on the statement.
6. THIS IS YOUR BALANCE.

1	DEPOSITS, CHECKS AND WITHDRAWALS NOT LISTED ON THIS STATEMENT		
	DEPOSITS	CHECK NUMBER	CHECKS AND WITHDRAWALS
2			

3	ENDING BALANCE FROM THE FRONT OF THIS STATEMENT	
4	PLUS THE TOTAL FROM THE DEPOSITS COLUMN ABOVE	
	SUB-TOTAL	
5	MINUS THE TOTAL OF THE WITHDRAWAL COLUMN ABOVE	
6	BALANCE (Should agree with register balance)	

If you think there is an error in your statement, please telephone or write us promptly at the phone number or address shown on the front of this statement.