

SAMPLE MONTHLY BANK STATEMENT AND CHECK REGISTER

Key

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: 241013685
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	Sinclair's	33 19	○			2777 85
3884	9/18	Pete's Garage	63 40	✓			2714 25
	9/19	Deposit		✓		50 00	2764 25
3885	9/26	Seers	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 Potlatch	36 00	✓			1381 15
	10/12	Deposit				75 00	1456 15
3891	10/14	Hauer's	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.

[illegible]

3		ENDING BALANCE FROM THE FRONT OF THIS STATEMENT	1468	70
4	+	PLUS THE TOTAL FROM THE DEPOSITS COLUMN ABOVE	225	00
SUB-TOTAL			1693	70
5	-	MINUS THE TOTAL OF THE WITHDRAWAL COLUMN ABOVE	97	55
6		BALANCE (Should agree with register balance)	1596	15

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.

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