

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 |
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| | |
| | |
| 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 chargers, 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

