Checking Account Reconciliation

Member Service 715-833-8111 or 1-800-341-9911
P.O. Box 970, Eau Claire, WI 54702-0970

ENTER THE ENDING BALANCE FROM YOUR STATEMENT $ _____

ADD THE TOTAL OF ANY DEPOSITS NOT LISTED ON YOUR STATEMENT (A) $ _____

SUBTOTAL $ _____

SUBTRACT THE TOTAL OF ANY UNCLEARED CHECKS AND UNCLEARED CHECK CARD TRANSACTIONS (B) $ _____

TOTAL $ _____

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If this figure matches the balance in your checkbook register, your checking account is balanced.

DEPOSITS NOT LISTED ON YOUR STATEMENT

DATE OF DEPOSIT	AMOUNT
	$
	$
	$
	$
	$
	$
(A) TOTAL	$

UNCLEARED CHECKS AND UNCLEARED CHECK CARD TRANSACTIONS

CHECK # OR DATE	AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
(B) TOTAL	$

IF YOUR CHECKBOOK DOES NOT BALANCE, TRY THE FOLLOWING STEPS

- Make sure all deposits and withdrawals are listed in your checkbook register by comparing your receipts with the items listed on your statement.
- Write an "x" in your checkbook register next to each check or Check Card transaction that is listed on your statement.
- Write an "x" in your checkbook register next to each deposit that is listed on your statement.
- Verify that the dollar amount of the items entered in your register match the dollar amounts of the items listed on your statement.
- Verify your addition and subtraction.

If the balances still don't match and you can't find the error, contact RCU Member Service at 715-833-8111 or 1-800-341-9911.

There is a $25 per hour charge if you need to send your checkbook to RCU Member Service for balancing.

HELPFUL HINTS TO KEEP YOUR CHECKBOOK IN BALANCE

- Review your checkbook register regularly to make sure you have entered all transactions.
- Each time you write a check or use your Check Card, enter the date, name of the payee, and the dollar amount in your register. **DO NOT WAIT UNTIL RIGHT BEFORE YOU BALANCE YOUR CHECKBOOK.**
- Each time you make a deposit in your checking account, enter the date and the dollar amount in your register. **DO NOT WAIT UNTIL RIGHT BEFORE YOU BALANCE YOUR CHECKBOOK.**
- Keep all of your deposit and withdrawal receipts until you have received your monthly statement and have balanced your checkbook.

Your savings federally insured to at least $100,000 and backed by the full faith and credit of the United States Government
NCUA
National Credit Union Administration, a U.S. Government Agency