

## Instructions for reconciling your account

1. Go through your register and mark off each check listed as paid on your statement. If you have a check that is not listed as paid on your statement, enter the check number and the amount in the column at the bottom of this sheet.

2. Bank balance shown on statement

3. Add any deposits not listed on your statement

4. Subtotal

5. Subtract total of outstanding checks (Line 10)

**6. Adjusted bank balance**

7. Checkbook balance

8. Deduct any bank fees

**9. Adjusted checkbook balance (should = line 6)**

Number	Dollar Amount	Number	Dollar Amount

10. Total outstanding checks:



1-888-373-2265

Telephone Banking: 360-923-5332 or 1-800-451-1785

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