Washington Financial℠

Statement Reconciliation Form

Before Reconciling Your Statement

1. Add any interest credited this month in your checkbook.
2. Refer to the listing of checks in numerical order at the end of your statement. Mark the stub in your checkbook for each check listed.
3. List at the right the amounts of all checks not marked off on your checkbook stubs including outstanding checks from prior statements.
4. Deduct in your checkbook any other debits or service charges listed on your statement that you have not already recorded on your check stubs and add any other credits that you may not have recorded.
5. List at the right any recent deposits which are not listed on your statement. These are deposits which had not been credited at the time your statement was prepared.

To Reconcile

6. Enter the ending balance shown on the front of your statement under "Statement Balance."
7. Add deposits not credited (Item "5" Above).
8. Subtract outstanding checks (Item "3").

This figure should agree with your current checkbook balance. If it does not agree, review all the above steps and, if necessary, your checkbook entries.

Checks Outstanding

DESCRIPTION Check No. or Date	AMOUNT(S)	
TOTAL		

Deposits not credited

DATE OF DEPOSIT	AMOUNT	
TOTAL		

Account Reconciliation

STATEMENT BALANCE	$
DEPOSITS NOT LISTED	+
SUB TOTAL	=
CHECKS NOT CLEARED	-
CURRENT CHECKBOOK BALANCE	=