

## Account Reconciliation Form

**The following procedure is for reconciling your CAP COM Statement.**

### Step 1

Using your Account Register, check off the following items listed on your Account Statement:

1. Personal checks    2. VISA® Access Card uses    3. Automatic transactions    4. Deposits    5. ACH Transactions  
6. Cash Withdrawals    7. CAP COM Fees

### Step 2

If any of the above items are on your Statement, but not in your Account Register, then verify these transactions. Once they are verified, record them in your Account Register and adjust your register balance.

### Step 3

List and total all deposits on your Statement that are not checked off in your Account Register. This total will be used in Step 5. A table has been provided on Page 2 to assist you with this step.

### Step 4

List and total all checks and other payments on your Statement that are not checked off in your account register. This total will be used in Step 5. A table has been provided on Page 2 to assist you with this step.

### Step 5

Enter: Savings/Checking balance as listed on your Statement.	\$ _____
ENTER AND ADD: Your total deposits on your Statement that are not checked off in your Account Register (Step 3).	+ \$ _____
<b>SUBTOTAL</b>	<b>= \$ _____</b>
ENTER AND SUBTRACT: Total drafts and other payments on your statement not checked off in your account register (Step 4).	- \$ _____
<b>SUBTOTAL</b>	<b>= \$ _____</b>
ENTER AND SUBTRACT: Balance on your Account Register	- \$ _____
<b>TOTAL: (should be \$0)</b>	<b>= \$ _____</b>

IF THE TOTAL IS NOT \$0, SEE STEP 6.

### Step 6

Recheck Steps 1-5.

Compare the amounts appearing on your Statement to the amounts you entered into your Account Register. Check for addition and subtraction errors in our account register.

