Bank reconciliation template

Statement on the left, books on the right. The difference should be zero.

Business name _____ **Bank account** _____

Statement ending date _____ **Prepared by** _____

LINE ITEM	AMOUNT
BANK SIDE	
Ending balance on the bank statement	
Add deposits in transit	
Less checks and payments not yet cleared (enter as negative)	
Bank errors to correct (+ or -)	
Adjusted bank balance	
BOOK SIDE	
Ending balance in your books	
Add interest the bank paid, not yet recorded	
Less bank fees not yet recorded (enter as negative)	
Less returned checks or NSF items (enter as negative)	
Book errors to correct (+ or -)	
Adjusted book balance	
Difference (should be 0)	

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.