

SAMPLE RECONCILEMENT SHEET

CORRESPONDENT ACCOUNT RECONCILIATION SHEET

Bank Name: _____

At the close of business: _____

Correspondent Bank: _____

Last Reconciliation as of: _____

Date		Mill.	Thou.	Dollars	cents	Date		Mill.	Thou.	Dollars	cents	Date	Drafts Outstanding	
	Their Balance to our Cr.	Bank statement Balance Here					Our Balance to their Dr.	G/L Balance Here					Number	Amount
	WE DEBIT (NOT THEIR ACCT.)						WE CREDIT (Not on their acct.)							
	Itemize in Detail						Itemize in Detail							
	This section for						This section for							
	debits on our account						credits on our account							
	that do not show up in						that do not show up in							
	bank statement						bank statement							
	THEY DEBIT (Not On Our Books)						THEY CREDIT (Not On Our Books)							
	Itemize in Detail						Itemize in Detail							
	This section for						For credits on bank statement							
	debits on bank statement						that do not show up in							
	that do not show up in						our G/L account							
	our G/L account						Drafts Outstanding							
TOTAL						TOTAL								