PENFED CREDIT UNION

RECONCILIATION

Reconciling your Access America Checking account or Money Market Savings Account register with your PenFed statement is easy. Please follow these steps.

Step 1

Enter balance from your statement $ _____

Additions (list deposits in your register not showing on your statement) $ _____

$ _____

$ _____

Sub-total (A) $ _____

Step 2

Verify each check shown in your register as paid on the statement.
List the checks remaining unpaid below.

No.	Amount	No.	Amount

Total deductions (B) $ _____

Subtract (B) from (A) and enter the difference on line (C) (C) $ _____

Step 3

Enter balance from your register $ _____

Additions (list deposits in your register not showing on your statement) $ _____

Dividend $ _____

TCS cash advances $ _____

Direct deposits $ _____

Other deposits $ _____

Sub-total (D) $ _____

Step 4

Deductions (items deducted on the statement but not subtracted from your register balance)

Fees $ _____

$ _____

Counter checks (9999) $ _____

Other checks $ _____

Returned deposits $ _____

Total deductions (E) $ _____

Subtract (E) from (D) and enter it here (F) $ _____

Lines (C) and (F) must agree. If they do not, recheck your figures and computations carefully. When you complete your reconciliation, be sure to enter the items from steps 3 and 4 into your register, and change the balance accordingly.

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