PENFED CREDIT UNION

Check/Statement RECONCILIATION

Reconciling your **Access America Checking Account** or **Money Market Savings Account** register with your PenFed statement is easy. Please follow these 4 steps.

Step 1

Enter **statement balance**		$ _____
Additions: List deposits in your register not showing on your statement.		$ _____
		$ _____
		$ _____
Sub-total	(A)	$ 0

Step 2

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

Check Number	Amount
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
Total Deductions	(B) $ 0
(A) - (B) =	**(C)** $ **0**

Step 3

Enter **register balance**		$ _____
Additions: List deposits in your register not showing on your statement.		$ _____
		$ _____
		$ _____
Dividend		$ _____
Cash Advances		$ _____
Direct Deposits		$ _____
Other Deposits		$ _____
Sub-total	(D)	$ 0

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)	$ 0
(D) - (E) =	**(F)**	$ **0**

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.

Form 1379 (04/19) © Pentagon Federal Credit Union, 2019