

Outstanding Checks and Deposits Reconciliation Form

Account Name

Account Number

Statement Date

Outstanding Checks

Date	Check Number	Payee	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Outstanding Checks			<input type="text"/>

Deposits in Transit

Date	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Deposits in Transit		<input type="text"/>

Remarks / Notes

Add any notes here...

Prepared By

Date Prepared

This is a sample blank document for reconciliation recordkeeping only.