

# Credit Card Settlement Reconciliation Form

## Reconciliation Details

Settlement Date

Batch Number

Prepared By

Location/Dept.

Reconciled Date

## Transaction Summary

Card Type	Number of Transactions	Gross Amount	Fees/Deductions	Net Amount	Settlement Reference
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Bank Deposit Verification

Bank Deposit Reference

Deposit Date

Deposit Amount

## Notes / Comments

Enter any notes or discrepancies here

Prepared By (Signature & Date)

Verified By (Signature & Date)

Approved By (Signature & Date)