

# Credit Card Settlement Reconciliation Form

## Reconciliation Details

Settlement Date	<input type="text"/>
Batch Number	<input type="text"/>
Prepared By	<input type="text"/>
Location/Dept.	<input type="text"/>
Reconciled Date	<input type="text"/>

## 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	<input type="text"/>
Deposit Date	<input type="text"/>
Deposit Amount	<input type="text"/>

## Notes / Comments

Enter any notes or discrepancies here

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Prepared By (Signature & Date)

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Verified By (Signature & Date)

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Approved By (Signature & Date)