

<b>Ending Balance on Bank Statement Dated</b> _____, _____	\$ _____	
Adjustments to Bank Statement Balance:		
<i>Add</i> : Deposits in transit (See Note 1 below)	+ \$ _____	
<i>Subtract</i> : Outstanding checks listed on <b>Form G5</b> . (Also see Note 2 below.)	- \$ _____	
<b>Adjusted Balance on Bank Statement</b>	<b>\$ _____</b>	<b>A</b>

<b>Balance per Accounting Records or Check Register</b> (as of date of bank statement):	\$ _____	
Adjustments to be Entered in Accounting Records:		
<i>Add</i> : Additions found on bank statement that are not in accounting records:		
Interest from bank (debit <i>Cash</i> , credit <i>Interest Revenue</i> )	+ \$ _____	
Other: _____ (debit <i>Cash</i> , credit _____)	+ \$ _____	
Other: _____ (debit <i>Cash</i> , credit _____)	+ \$ _____	
<i>Subtract</i> : Deductions found on bank statement that are not in accounting records:		
Bank service charges (debit <i>Miscellaneous Expense</i> , credit <i>Cash</i> )	- \$ _____	
NSF checks (debit <i>Accounts Receivable</i> , credit <i>Cash</i> )	- \$ _____	
NSF check bank fees (debit _____, credit <i>Cash</i> )	- \$ _____	
Other: _____ (debit _____, credit <i>Cash</i> )	- \$ _____	
Other: _____ (debit _____, credit <i>Cash</i> )	- \$ _____	
<b>Adjusted Balance per Accounting Records</b> (as of date of bank statement)	<b>\$ _____</b>	<b>B</b>

The bank statement is reconciled when the amounts shown as **A** and **B** are identical.

**Note 1.** Deposits in transit are amounts received by the company as of the date of the bank statement but not yet appearing on the bank statement.

**Note 2.** Checks written as of the date of the bank statement but not yet appearing on any bank statement (previous or current). Use **Form G5** to list the check numbers and amounts of the outstanding checks.

See **Filled-In Form G4** for an illustration.

Learn more about bank reconciliation at [www.AccountingCoach.com](http://www.AccountingCoach.com).