

INSTRUCTIONS FOR RECONCILIATION OF YOUR STATEMENT

- 1) Check off in your account register all transactions which are shown on your statement.
- 2) Enter, in your account register, any withdrawals, cheques or deposits which are not already recorded.
- 3) Enter, in your account register, any interest or charges, if applicable, show on your statement.
- 4) Complete the STATEMENT RECONCILIATION BELOW.

STATEMENT RECONCILIATION

**FINAL BALANCE SHOWN
ON THIS STATEMENT**

\$ _____

ADD DEPOSITS MADE
SINCE STATEMENT
DATE

TOTAL

\$ _____

**FINAL BALANCE SHOWN IN
ACCOUNT BOOK RECORD**

\$ _____

ADD ALL WITHDRAWALS MADE
AND CHEQUES ISSUED WHICH
ARE NOT ON THE STATEMENT

TOTAL

\$ _____

THESE TOTALS SHOULD AGREE. IF THESE TWO BALANCES DO NOT AGREE:

- 1) Ensure you have completed steps one, two, and three above.
- 2) Verify the additions and subtractions above and in your account register.
- 3) Check the balance forward from page to page in your account register.
- 4) Verify cheques outstanding on last month's statement reconciliation have been cashed. If still outstanding, check they are shown on the current month's statement reconciliation.
- 5) If the totals still do not agree, the people at your TD Canada Trust branch will be pleased to assist you.