



*EIN:

*Employee Name:

*Dept. Name:

*Division:

*Telephone #:

*Bank Name:

*Account #:

*FINET Bank Code:

DEPOSITORY BANK ACCOUNT RECONCILIATION

Balance per Bank Statement as of:

Date (MM/DD/YYYY)

*Submitted Date

Bank Balance

1. Deposits on Bank Statement Not Recorded in FINET **

Date per Bank	Amount per Bank	Date per Bank	Amount per Bank	
				-

Group 1 Subtotal

2. Returned Checks on Bank Statement Not Recorded in FINET **

Date Returned	Makers' Name	Amount	
			+

Group 2 Subtotal

3. Withdrawals on Bank Statement Not Recorded in FINET **

Date per Bank	Amount per Bank	Date per Bank	Amount per Bank	
				+

Group 3 Subtotal

4. Other reconciling items on Bank Statement Not Recorded in FINET **

Date per Bank	Description	Amount	
			+/-

Group 4 Subtotal

5. Deposits recorded in FINET Not on Bank Statement **

Date per Books	Amount per Books	Date per Books	Amount per Books	
				+

Group 5 Subtotal

6. Withdrawals recorded in FINET Not on Bank Statement **

Date per Books	Amount per Books	Date per Books	Amount per Books	
				-

Group 6 Subtotal

7. Reconciling Items Recorded in FINET Not on Bank Statement **

Date per Books	Description	Amount	
			+/-

Group 7 Subtotal

Balance per FINET (Attach proof of FINET Balance)

** If more space is required for any category ATTACH A DETAIL SCHEDULE

*Fields Required to Submit Form

FINET Balance