



## Personal Deposit Account Reconciliation Worksheet

The following worksheet can be used to calculate the current balance of your personal deposit account.

How to balance:

1. Mark off on your most recent account record all deposits and withdrawals appearing on your statement.
2. Enter in your account record any deposits and withdrawals not recorded.
3. Complete the worksheet below. If we can be of assistance to you, please contact us 1-800 ROYAL™ 1-1 (1 800 769-2511).

Enter the Last Balance shown on your most recent account statement **Last Balance** \$ \_\_\_\_\_

**Deposits:** List all deposit/credits amounts which do not appear on your most recent account statement i.e. direct deposits, ATM deposits etc.:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total and add to the Last Balance.....  $\longrightarrow$  + \_\_\_\_\_

**Sub-Total** \$ \_\_\_\_\_

**Withdrawals:** List all withdrawals/debits amounts which do not appear on your most recent account statement i.e. cheques, direct purchases, preauthorized payments:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total and subtract to the Last Balance.....  $\longrightarrow$  - \_\_\_\_\_

This balance should agree with your record of deposits and withdrawals: \$ \_\_\_\_\_