Scotiabank®

Important

Please review your statement promptly to check and verify the entries. If there are any errors or omissions, you must tell us in writing within 30 days of your statement date.

Statement Reconciliation

By using the worksheets below, you can easily reconcile this statement to your records. To do so, please complete the following steps:

Step 1: Updating your Cheque Book Register Balance

- Check off all items in your register that are shown on this statement.
- Enter in your register any items that appear on this statement but not in your register.
- Enter the updated cheque book register balance on Line 6 of the "Reconciliation Table" below.

Step 2: Reconciling your Balance

- List and total in Column A below, all amounts not checked off on your register that you've deposited to your account since this statement's closing date.
- List and total in Column B below, all amounts not checked off on your register that you've withdrawn from your account since this statement's closing date. Include all outstanding cheques, debit-card purchases, pre-authorized payments, service charges, withdrawals, transfers and bill payments that are not reflected in this month's statement.

Step 3: Complete the "Reconciliation Table".

Column A - Amounts Deposited

Date	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total	$	

(Carry total to **Line 2**) ▸

Column B - Amounts Withdrawn

Date	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Total	$	

(Carry total to **Line 4**) ▸

Reconciliation Table

1. Enter the closing balance on this month's statement
   ▸ **$**
2. Add Amounts Deposited (Column A)
   + $
3. Subtotal
   = $
4. Deduct Amounts Withdrawn (Column B)
   - $
5. Equals
   = $
6. Updated Cheque Book Register Balance
   = $
7. Difference (if any)
   = $

If the two balances do not agree:

- Re-check the additions and subtractions above and in your cheque book register.
- Verify the accuracy of the balance carried forward from page to page in your register.
- Verify if cheques outstanding from last month's statement have been cashed.
- If there is a difference you cannot locate, our branch staff may be able to help. Please come in and see us.

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