

THREE WAY BANK RECONCILIATION

Bank Name: _____ AS OF : _____

Bank Account: _____ By: _____ Completed: _____

Mgmt. Review: Date & Initials: _____

AGENT NAME: _____

A. CHECKBOOK BALANCE

Beginning Book Balance as of: _____ \$ _____

add: Current period deposits (cleared) _____

Wire transfer deposits (cleared) _____

less: Current period checks issued _____

ENDING BOOK BALANCE as of _____ \$ _____

B. BANK BALANCE

Ending Bank Balance on: _____ \$ _____

less: Outstanding Checks: _____

add: Deposits in Transit: _____

Adjustments: _____

RECONCILED BANK BALANCE \$ _____

C. TRIAL BALANCE TOTAL (TOTAL OF ESCROW LEDGERS) \$ _____

(Each individual open [not at a zero balance] escrow file ledger comprises this total balance.)

(Copy's of ledgers or listing thereof is to be attached as support documentation.)

- 1) Derived from the ending balance per the bank statement.
- 2) Determined by comparing the checks clearing the bank statement to the checks written.
- 3) Represents deposits which were received by the end of business on the last day of the period and deposited, but were not credited by the bank until the next business day.

* **Ending Book Balance , Reconciled Bank Balance and Trial Balance /Escrow Ledger Totals should all equal.**

Copy of appropriate support documentation to be attached.

Detailed List of Deposits in Transit; Outstanding Checks; Trial Balance; Cleared Checks and Deposits.

Copy of Bank Statement Attached.