HSBC

Reconciliation work sheet

Reconciliation of your account

To balance your bank statement

1. Mark off your paid cheques against the record of your issued cheques.
2. List in Section A any cheques shown in your cheque record that have not yet been paid by us. Carry the "Total" forward to the space indicated by the arrow.
3. Mark off all deposits and other credit items shown on the statement against those recorded in your cheque record. (Enter any deposits in your cheque record which you might have forgotten to record).
4. Bring your cheque record up-to-date by entering any cheques, service charges, loan payments or other debit items which you have not already recorded.
5. List in Section B, any deposits you have made which do not appear on this statement. Carry the "Total" forward to the space indicated by the arrow.
6. Follow the directions shown on the Reconciliation (Section C). The final total should agree with the balance in your cheque record. If it does not, follow the instructions given below.

If your statement does not balance to your cheque record:

1. Check the additions, subtractions and corrections on the Reconciliation and in your cheque record.
2. Verify the balance forwarded from page to page in your cheque record.
3. Check the amounts recorded on the statement to those recorded in your cheque record to ensure they agree.
4. If after these steps you still do not balance, please contact us and we will be glad to assist you.

Cheques drawn on personal accounts which are cashed in any of our branches are posted on-line and are retained by the Bank.

Questions?

- Visit your nearest HSBC branch
- Call us at 1 (888) 310-HSBC (4722)

A. Outstanding Cheques

Cheque Number or Date	Amount	
	$	
Forward Total	$	

B. Deposits made which do not appear on this statement

Cheque Number or Date	Amount	
Forward Total	$	

C. Reconciliation

	Amount	
Final Balance shown on this statement	$	
Add – Deposits Not Posted		
Sub -Total	$	
Subtract – Outstanding Cheques		
This total should agree with the balance in your cheque record book.	$	
Cheque Record Balance	$	
Difference: Refer to instructions	$	

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