ATTORNEY TRUST ACCOUNT 3-WAY RECONCILIATION

Purpose:

This form helps you confirm that your trust account records are accurate and in compliance with State Bar requirements. Use it monthly to compare your bank statement, Quickbooks trust account, and client ledger balances.

Step 1: Confirm Client Ledger Balances

Total of all client trust balances: ☐

(Total balance of all client trust ledgers from billing system.)

Does any client show a negative balance? ☐ Y ☐ N

Step 2: Check QuickBooks Trust Liability Account Balance

QuickBooks trust liability account balance as of (date): ☐ Amount: $ ☐

Step 3: Verify Bank Statement Balance

Bank statement ending date: ☐ Balance: $ ☐

Step 4: Add Outstanding Deposits

Number of deposits: ☐ Total amount: + $ ☐

Step 5: Subtract Outstanding Payments

Number of checks: ☐ Total amount: − $ ☐

Step 6: Calculate Adjusted Bank Balance

Adjusted Bank Balance: $ ☐

Step 7: Confirm Balances Match

☐ Yes — all balances agree ☐ No — they do not match

If not, explain differences and actions to fix:

☐

Supporting Documents to Attach:

- Bank statement
- QuickBooks trust liability account register
- Client ledger balance list from billing system
- List of outstanding deposits
- List of outstanding checks

Step 8: Review & Certification

Prepared by: ☐ Date: ☐

Signature: ☐

Reviewed by (Attorney) ☐ Date: ☐

Signature: ☐

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