

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION  
TRUST ACCOUNT RECONCILIATION**

Check one:  Custodial  Trust Account Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Trust Account Title \_\_\_\_\_

Trust Account Number \_\_\_\_\_ For Month of \_\_\_\_\_

Bank \_\_\_\_\_

Prepared by \_\_\_\_\_ Email \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

**PART I:**

Bank Statement Ending Balance		\$ _____
Plus: Deposits not yet recorded on bank statement but posted to check register & ledgers (Total of Schedule A)		\$ _____
Deposits <b>recorded</b> on bank statement but <b>not</b> posted to check register & ledgers		\$ _____
<b>SUBTOTAL</b>		\$ _____
Less: Outstanding checks (Total of Schedule B)		\$ _____
Plus or Minus: Other adjusting entries (Total of Schedule C)		\$ _____
Reconciled bank balance as of _____	<b>TOTAL</b>	\$ _____

**PART II: (Submit)**

Checkbook, Check Register or Journal of Receipts and Disbursements: Balance as of \_\_\_\_\_ **TOTAL** \$ \_\_\_\_\_

**PART III: (Submit)**

Ledger Cards: As of \_\_\_\_\_ **TOTAL** \$ \_\_\_\_\_

***Totals of Parts I, II and III must be reconciled to the same date and must be identical***

\*Amount of difference between these totals, if any: \$ \_\_\_\_\_

*\*Complete Schedule C (page 2) to explain the difference and corrective action taken to bring Parts I, II and III into balance.*

*\*\*If corrective action will be taken after submission of this reconciliation explain the difference and corrective action that will be taken on page 3 of this form.*

**Broker funds, if any:** \$ \_\_\_\_\_

Print Broker Name: \_\_\_\_\_ Broker License # \_\_\_\_\_

A Form 513 Authorization To Inspect Records is on file with the Division reflecting the **current** bank name, bank address and bank account number for each of the brokerage's trust accounts  Yes  No

If not, I will promptly submit updated Form(s) 513 to the Real Estate Division.

***I declare under penalty of perjury that the foregoing is true and correct.***

Broker Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Recommended format or headings for schedules**

**SCHEDULE "A" (Deposits not yet posted by bank)**

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SCHEDULE "B" (Outstanding checks)**

Date	Check No.	Amount	Date	Check No.	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SCHEDULE "C" (Adjusting entries)**

Date	Amount	Explanation	Corrective Action Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SCHEDULE "D" (Ledgers)**

Client name or Property address	Ledger Balance	Client name or Property address	Ledger Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE:** Form 546 is to be submitted annually by the end of the month in which the broker's license expires. One form may be sufficient for low volume accounts. For higher volume accounts, complete additional schedules. Trust accounts must be reconciled with bank statements at least monthly. For direction regarding trust accounts and how to open a bank trust account go to: [Informational Bulletin #26](#).

**MAIL COMPLETED FORMS, BANK STATEMENTS AND SCHEDULES TO:**

Nevada Real Estate Division, ATTN: Compliance, 3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

email: realest@red.nv.gov

<http://red.nv.gov/>

702-486-4033

**\*\*EXPLAIN FULLY:** *If corrective action will be taken after submission of this reconciliation explain the difference and corrective action that will be taken.*

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Broker Signature

Date