

Reconciliation Form

please mute your phone

Today's session will begin momentarily. Can you hear music yet?

Select the  button to call via internet or phone.

For internet audio, run/accept the download and *return* to the  button.



SOS

Office of the Secretary of State

Elections Division

Sign in

Click the “person” button. You are the **Viewer** at the top – click that field.



Let's chat

Click the "cartoon bubble" button. Type in the chat box and hit enter to share @All.



Say what?

If you can't hear us, it's time to troubleshoot!
For internet audio, run/accept the download and *return* to the phone button. A green button should appear to "Connect." If not, **switch to the phone** or email us at ctsupport@sos.wa.gov .



Office of the Secretary of State

Elections Division

Today's presenter

Libby Nieland

Certification & Training Program

chat check

Checklist



Online Help Manual | Checklists | Primary | Finalizing the Primary

Text Mode

Before the Primary

Election Day

Finalizing the Primary

Need more help?
email VR Support
email WEI Support

Finalizing the Primary

Certification Day

1 In WEI Admin, do your final upload. Choose FINAL.

If your last upload is complete but you still need to choose FINAL, go to WEI Admin > [Update Tab Status](#).

2 WEI Counties - Verify precinct results are reporting on your website results report.

3 WEI Counties - Verify final results from joint counties are displaying (click Combined County Results).

4 Certify the results through WEI Admin > Election Results > [Certify Results](#).

5 [Email](#) to [ctsupport](#) immediately after certification one copy of each of the following-

- PDF of the original (paper) [election certification oaths](#) (oath of auditor and certification of the canvassing board) with original signatures & the county seal.
- PDF of your system's cumulative summary report of results, including the number of write-ins, overvotes and undervotes for each federal, statewide, legislative and judicial race. Do not include precinct committee officer results.

Why am I doing this?

How do I begin?

Prepare

Collect
numbers

Voters (from VRDB, EMS)
eligible to participate in the election

Ballot statistics (EMS, mailing reports,
canvassing reports, daily reconciliation)

Number of ballots counted (tabulation
results)

Prepare

You will
need to
track
data

UOCAVA voters & ballots

FWAB (Federal Write-in Absentee Ballots)

DRE ballots (direct recording election device)

Ballots by email, fax & drop sites

Received ballots generated from MyBallot, other online programs and PDFs originating from other counties

What is my next step?

Use the current form

<http://sos.wa.gov/elections/administrators.aspx>

 **SOS** Elections & Voting Español 中文 tiếng Việt

Office of the Secretary of State

[VOTERS](#) | [CANDIDATES](#) | [INITIATIVES & REFERENDA](#) | [CIVICS EDUCATION](#) | [RESEARCH & PAST RESULTS](#) | **[ADMINISTRATORS](#)**

Election Administrators

Certification & Training

- [About the Certification and Training Program](#)
- [Become a Certified Election Administrator](#)
- [Clearinghouse Notices & Elections Advisories](#)
- [Elections Training](#)

Forms & Templates

- [Forms for Voters](#)
- [Candidate Filing](#)
- [Ballot Checklists](#)
- [Voter Registration Challenges](#)
- [Reconciliation and Certification](#)
- [Election Cost Allocation and Reimbursement](#)

Use the current form

<http://sos.wa.gov/elections/ReconciliationandCertification.aspx>

The screenshot shows the website for the Office of the Secretary of State, Elections & Voting. The header includes the SOS logo and the text 'Elections & Voting'. Language options for Español, 中文, and tiếng Việt are visible. A navigation menu contains links for VOTERS, CANDIDATES, INITIATIVES & REFERENDA, CIVICS EDUCATION, RESEARCH & PAST RESULTS, and ADMINISTRATORS. The ADMINISTRATORS link is circled in red. Below the navigation, the page title is 'Reconciliation and Certification'. Under the 'Certificates' section, there are links for 'Mail Ballot Certification Form' and 'Election Certification Oaths'. Under the 'Reconciliation Forms' section, there are links for 'Reconciliation Form', 'Daily Reconciliation Workbook', and 'How to use the Daily Reconciliation Workbook'. The 'Reconciliation Form' link is circled in red.

SOS Elections & Voting

Office of the Secretary of State

Español 中文 tiếng Việt

HOME VOTERS CANDIDATES INITIATIVES & REFERENDA CIVICS EDUCATION RESEARCH & PAST RESULTS **ADMINISTRATORS**

Reconciliation and Certification

Certificates

- [Mail Ballot Certification Form](#)
- [Election Certification Oaths](#)

Reconciliation Forms

- [Reconciliation Form](#)
- [Daily Reconciliation Workbook](#)
- [How to use the Daily Reconciliation Workbook](#)

Caution!

This form contains active content

! When opening the form, select **Options. . .** to enable the content.

The image shows a Microsoft Office Security Warning dialog box overlaid on a spreadsheet. The warning message reads: "Security Warning Some active content has been disabled. Options...". The "Options..." button is circled in orange. Below the warning, the spreadsheet content is visible, including a "Reconciliation Form" with a "County Name:" field.

The "Microsoft Office Security Options" dialog box is also shown, titled "Security Alert - Macros & ActiveX". It contains the following text:

Macros & ActiveX
Macros and one or more ActiveX controls have been disabled. This active content might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

[More information](#)

File Path: S:\...ations, Handouts,and Resources\FORMS\Reconciliation\reconciliation form.xls

Help protect me from unknown content (recommended)

Enable this content

Buttons: Open the Trust Center, OK, Cancel

Reconciliation Form							
County Name:				Report prepared by:			
Election Date:				Contact number:			
Registered Voters				Overall Ballot		Received	
Active registered voters				Reconciliation		Counted	
Inactive registered voters				Report total ballots for the entire election		Not Counted	
Credited voters						Discrepancy	
<input type="radio"/> Yes <input type="radio"/> No		Is the cell "Discrepancy" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.					
<input type="radio"/> Yes <input type="radio"/> No		Does the number of "credited voters" equal the number of overall ballots reported as "counted"? If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.					
Category Reconciliation (detailed accounting of ballots reported above in the Overall Ballot Reconciliation)							
	Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Counted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)	
Totals for all voters	0	0	0	0	0	0	
UOCAVA			n/a			0	
Federal write-in	n/a		n/a			0	
Provisional (include provisional ballots from other counties)						0	
DREs (do not report ballots filled in with Automarks)			n/a			0	
All others not already reported in the categories above (including regular ballots & ACP)						0	
<input type="radio"/> Yes <input type="radio"/> No		Do totals under "Ballot Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.					
<input type="radio"/> Yes <input type="radio"/> No		Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.					
Additional information requested by the Secretary of State. Please answer the questions below:							
For all returned ballots, how many were by:				Of all ballots returned, how many were generated through:			
Email				MyBallot			
Fax				Other online programs			
Deposited at staffed, unstaffed deposit sites and at voting centers.				PDF originating from county			
AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.							

For your convenience we incorporated

- Comments - cells with ▼ provide additional information
- Pre-populated titles or formulas
- Conditional formatting - cells change color if not reconciling
- Instructions – provided on the same page as the form
- A new category – per your request

d ballots. This all counted	Column Total of all rejected ballots. This number should be that already reported in cell G18.		
as allot	Rejected & not counted (equal to "Rejected" as reported in Overall Ballot)	Category Discrepancy (all ballots accounted for when zero)	Total discrepancy for all categories should be the same as calculated in cell G12. (Overall Ballot Reconciliation)
0	0	0	formula: received less accepted and rejected.
		0	formula: received less

Reconciliation Form

County Name:		Report prepared by:	
Election Date:		Contact number:	

1. →

Registered Voters	
Active registered voters	
Inactive registered voters	
Credited voters	

3. →

Overall Ballot Reconciliation	Received	
	Counted	
	Not Counted	
Report total ballots for the entire election	Discrepancy	0

4. →

<input type="radio"/> Yes <input type="radio"/> No	Is the cell "Discrepancy" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.
<input type="radio"/> Yes <input type="radio"/> No	Does the number of "credited voters" equal the number of overall ballots reported as "counted"? If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

5. →

Category Reconciliation (detailed accounting of ballots reported above in the Overall Ballot Reconciliation)						
	Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
Totals for all voters	0	0	0	0	0	0
UOCAVA			n/a			0
Federal write-in	n/a		n/a			0
Provisional (include provisional ballots from other counties)						0
DREs (do not report ballots filled in with Automarks)			n/a			0
All others not already reported in the categories above (including regular ballots & ACP)						0
<input type="radio"/> Yes <input type="radio"/> No	Do totals under "Ballot Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.					
<input type="radio"/> Yes <input type="radio"/> No	Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.					

6. →

Additional information requested by the Secretary of State. Please answer the questions below:			
For all returned ballots, how many were by:		Of all ballots returned, how many were generated through:	
Email		MyBallot	
Fax		Other online programs	
Deposited at staffed, unstaffed deposit sites and at voting centers.		PDF originating from county	
AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.			

Reconciliation Form							
1. →	County Name:			Report prepared by:			
	Election Date:			Contact number:			

2. →	Registered Voters			3. →	Overall Ballot	Received	
	Active registered voters				Reconciliation	Counted	
	Inactive registered voters				Not Counted		
	Credited voters			Report total ballots for the entire election	Discrepancy	0	

4. →	<input type="radio"/> Yes <input type="radio"/> No	Is the cell "Discrepancy" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.
	<input type="radio"/> Yes <input type="radio"/> No	Does the number of "credited voters" equal the number of overall ballots reported as "counted"? If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

5. →	Category Reconciliation (detailed accounting of ballots reported above in the Overall Ballot Reconciliation)						
		Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
	Totals for all voters	0	0	0	0	0	0
	UOCAVA			n/a			0
	Federal write-in	n/a		n/a			0
	Provisional (include provisional ballots from other counties)						0
	DREs (do not report ballots filled in with Automarks)			n/a			0
	All others not already reported in the categories above (including regular ballots & ACP)						0
	<input type="radio"/> Yes <input type="radio"/> No	Do totals under "Ballot Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.					
	<input type="radio"/> Yes <input type="radio"/> No	Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.					

6. →	Additional information requested by the Secretary of State. Please answer the questions below:					
	For all returned ballots, how many were by:			Of all ballots returned, how many were generated through:		
	Email			MyBallot		
	Fax			Other online programs		
	Deposited at staffed, unstaffed deposit sites and at voting centers.			PDF originating from county		

AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.

Step 1 - Identify

Reconciliation Report

1.

County Name:

Election Date:

Report prepared by:

Contact number:



Tab to advance to the right .

Step 2 & 3 – Summarize

2. →

Registered Voters	
Active registered voters	
Inactive registered voters	
Credited voters	

3. →

Overall Ballot Reconciliation	Received	
	Counted	
Report total ballots for the entire election	Rejected	
	Not reconciled	0



Enter to advance downward.

Please leave me alone to calculate the discrepancy

Step 2 & 3 – Summarize

2.

Total registered voters	
Active registered voters	
Inactive registered voters	
Credited voters	

3.

Overall Ballot Reconciliation	Received	
	Counted	
Report total ballots for the entire election	Rejected Not Counted	
	Not reconciled	0

Please leave me alone to calculate the discrepancy



Enter to advance downward.

chat check

Reconciliation Form							
1.	County Name:			Report prepared by:			
	Election Date:			Contact number:			
2.	Registered Voters			3.	Overall Ballot	Received	
	Active registered voters				Reconciliation	Counted	
	Inactive registered voters				Report total ballots for the entire election	Not Counted	
	Credited voters					Discrepancy	0

4.	<input type="radio"/> Yes <input type="radio"/> No	Is the cell "Discrepancy" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.
	<input type="radio"/> Yes <input type="radio"/> No	Does the number of "credited voters" equal the number of overall ballots reported as "counted"? If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

5. Category Reconciliation (detailed accounting of ballots reported above in the Overall Ballot Reconciliation)						
	Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
Totals for all voters	0	0	0	0	0	0
UOCAVA			n/a			0
Federal write-in	n/a		n/a			0
Provisional (include provisional ballots from other counties)						0
DREs (do not report ballots filled in with Automarks)			n/a			0
All others not already reported in the categories above (including regular ballots & ACP)						0
<input type="radio"/> Yes <input type="radio"/> No	Do totals under "Ballot Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.					
<input type="radio"/> Yes <input type="radio"/> No	Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.					

6. Additional information requested by the Secretary of State. Please answer the questions below:						
For all returned ballots, how many were by:			Of all ballots returned, how many were generated through:			
Email				MyBallot		
Fax				Other online programs		
Deposited at staffed, unstaffed deposit sites and at voting centers.				PDF originating from county		

AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right

Step 4 - Analyze

Answer the **two** questions using the Overall Ballot Reconciliation information

<input type="radio"/> Yes	<input type="radio"/> No	Is the cell "Not Reconciled" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.
<input type="radio"/> Yes	<input type="radio"/> No	Does the number of "credited voters" equal the number of overall ballots reported as "counted?" If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

- Is the cell "Not Reconciled" showing zero?
- Are the totals for all voters the same as reported in the Overall Ballot Reconciliation?



After selecting a different answer, click outside the cell before using the tab/enter keys to advance.

Reconciliation Form

1. **County Name:** _____ **Report prepared by:** _____
Election Date: _____ **Contact number:** _____

2.	Registered Voters	3.	Overall Ballot	Received	
	Active registered voters		Reconciliation	Counted	
	Inactive registered voters		Report total ballots for the entire election	Not Counted	
	Credited voters			Discrepancy	0

4. Yes No **Is the cell "Discrepancy" showing zero?**
 If other than zero, attach an explanation of the process followed to account for the discrepancy.

Yes No **Does the number of "credited voters" equal the number of overall ballots reported as "counted?"**
 If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

5. **Category Reconciliation** (detailed accounting of ballots reported above in the Overall Ballot Reconciliation)

	Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
Totals for all voters	0	0	0	0	0	0
UOCAVA			n/a			0
Federal write-in	n/a		n/a			0
Provisional (include provisional ballots from other counties)						0
DREs (do not report ballots filled in with Automarks)			n/a			0
All others not already reported in the categories above (including regular ballots & ACP)						0

Yes No **Do totals under "Ballot Category Discrepancy" all calculate to zero?**
 If other than zero, attach an explanation of the category discrepancy.

Yes No **Are the totals for all voters the same as reported in the Overall Ballot Reconciliation?**
 If not, attach an explanation of the discrepancy.

6. **Additional information requested by the Secretary of State. Please answer the questions below:**

For all returned ballots, how many were by:		Of all ballots returned, how many were generated through:	
Email		MyBallot	
Fax		Other online programs	
Deposited at staffed, unstaffed deposit sites and at voting centers.		PDF originating from county	

AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.

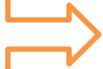
Step 5 – Report by category

5.

Totals for all voters	
	UOCAVA
	Federal write-in
	Provisional (include provisional ballots from other counties)
	DREs (do not report ballots filled in with Automarks)
	All others not already reported in the categories above (including regular ballots & ACP)

Step 5 – For each category

5.



Report every ballot in the election that was

- Issued
- Received
- Forwarded to other counties
- Accepted
- Rejected



The category totals will automatically calculate. Compare the applicable totals to that reported as the Overall Ballot Reconciliation in Step 3.

Step 5 – Analyze

5. 

• No	Do totals under "Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.
• No	Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.

Using the Category Reconciliation information entered, answer to the **two** questions:

- Do totals under " Category Discrepancy" all calculate to zero?
- Are the totals for all voters the same as reported in the Overall Ballot Reconciliation?"

 The category totals for Received, Accepted And Not Counted should be equal to that reported as the Overall Ballot Reconciliation in Step 3.

Compare

Overall Ballot Reconciliation	Received	
	Counted	
Report total ballots for the entire election	Not Counted	
	Discrepancy	0

Category Reconciliation (detailed accounting of voter ballots reported above in the Overall Ballot Reconciliation)				
Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
0	0	0	0	0



The category totals will automatically calculate. Compare the applicable totals to that reported as the Overall Ballot Reconciliation in Step 3.

chat check

Reconciled

- All formula boxes equal zero and remain green.
- All answers are “Yes.”
- Total ballots reported = Overall Ballot Reconciliation and Category Reconciliation Totals for all voters.

Not reconciled

- A formula box does not equal zero and is red.
- Any answer is “No.”
- Number of ballots reported differs in Overall Ballot Reconciliation or any Category Reconciliation total.



Failure to reconcile requires additional information.



ARE WE DONE YET? not quite.

Reconciliation Form

1. →

County Name:		Report prepared by:	
Election Date:		Contact number:	

2. →

Total registered voters		3. →	Overall Ballot	Received	
Active registered voters			Reconciliation	Counted	
Inactive registered voters			Report total ballots for the entire election	Not Counted	
Credited voters				Discrepancy	0

4. →

<input type="radio"/> Yes <input type="radio"/> No	Is the cell "Not Reconciled" showing zero? If other than zero, attach an explanation of the process followed to account for the discrepancy.
<input type="radio"/> Yes <input type="radio"/> No	Does the number of "credited voters" equal the number of overall ballots reported as "counted?" If not, attach an explanation of the discrepancies and/or the process followed to resolve the discrepancies per WAC 434-262-060, 434-262-070 and 434-262-100.

5. →

Category Reconciliation (detailed accounting of voter ballots reported above in the Overall Ballot Reconciliation)						
	Issued (number of voters issued ballots)	Received	Ballots forwarded to other counties	Accepted (equal to "Counted" as reported in Overall Ballot Reconciliation)	Rejected & not counted	Category Discrepancy (all ballots accounted for when zero)
Totals for all voters	0	0	0	0	0	0
UOCAVA			n/a			0
Federal write-in	n/a		n/a			0
Provisional (include provisional ballots from other counties)						0
DREs (do not report ballots filled in with Automarks)			n/a			0
All others not already reported in the categories above (including regular ballots & ACP)						0
<input type="radio"/> Yes <input type="radio"/> No	Do totals under "Ballot Category Discrepancy" all calculate to zero? If other than zero, attach an explanation of the category discrepancy.					
<input type="radio"/> Yes <input type="radio"/> No	Are the totals for all voters the same as reported in the Overall Ballot Reconciliation? If not, attach an explanation of the discrepancy.					

6. →

Additional information requested by the Secretary of State. Please answer the questions below:					
For all returned ballots, how many were by:			Of all ballots returned, how many were generated through:		
Email			MyBallot		
Fax			Other online programs		
Deposited at staffed, unstaffed deposit sites and at voting centers.			PDF originating from county		
AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.					

Step 6 – Collect Data

Additional information requested by the Secretary of State. Please answer the questions below:

For all returned ballots, how many were by:		Of all ballots returned, how many were generated through:	
Email		MyBallot	
Fax		Other online programs	
Deposited at staffed, unstaffed deposit sites and at voting centers.		PDF originating from county	
AutoMarks: Please provide an estimate of the number of voters using the AutoMark in the box to the right.			



This information, requested for NVRA reporting and data collection, may change every year.



Instructions!

Instructions

▼ You may access additional cell directions by hovering your mouse over the cell. ▼

! Do not enter data in shaded cells. Shaded cells are pre-set with formulas.

Data entry

1. Enter your county name and date of election or primary.
2. Enter the Registered Voters Data as recorded by your EMS/tabulation system.
3. Enter the Overall Ballot Reconciliation numbers of ballot received, counted, rejected.
4. According to the questions about the Overall Ballot Reconciliation, you may, or may not need to provide additional documentation (refer to WAC 434-262-060, 434-262-070 and 434-262-100). The default button is set to "NO." After selecting "Yes" you will need to click outside the cell (anywhere on the spreadsheet) in order to advance to the next cell.
5. In the Category Reconciliation, account for the ballots issued, received, forwarded, accepted and rejected account by category of voter and ballot type. You must account for all ballots reported in the Overall Ballot Reconciliation by category. You do not need to include replacement ballots issued. If MyBallot or a web ballot is received, place it in the appropriate voter category. For example if the voter is in the military, MyBallot will be accounted for as a UOCAVA ballot, but when the voter is not under special designation, then MyBallot will be added to the All ballots not already reported.
6. Answer the question following the Category Reconciliation. If any number other than zero appears in the column "Ballot Category Discrepancy" you must provide an explanation of the process or issue.
7. Please provide the six additional information items requested by the Secretary of State. If your county uses AutoMarks for ballot marking, please provide an estimate of voters using AutoMarks in this election or primary.

How do know if your data is not reconciling?

1. If any cell is **green** or shows "0" that category is reconciled. If a cell is shaded in **red**, or does not equal zero, the data is not reconciling. The number of ballots not accounted will be indicated.
2. If the Overall Ballot Reconciliation numbers reported for Received, Counted, or Rejected differ from those same categories totals in the Ballot Category section your report is not reconciled.

When discrepancy in total numbers is detected, and not resolved, then a narrative of discrepancies and processes must be included in the official certification report per WAC 434-262-070 .

How to complete the Reconciliation Report

The print area is preset for a 8.5 x 11 page. Only the Reconciliation Report will be printed. These instructions will not appear on the final form.

Print the report, submitting it and any supporting documents to the County Canvassing Board prior to certification of the election or primary. The final report must be made publicly available, either at the County Auditor's Office or on the Auditors website (RCW 29A.60.235).

**THE COMPLETED FORM IS PART OF THE
OFFICIAL CANVASS AND IS PUBLIC
RECORD.**

Now we are done.

Thanks for joining us!

ctsupport@sos.wa.gov

(360) 902-4180