

HOW TO BALANCE YOUR CHECKING ACCOUNT

1. Mark off in your account register each transaction shown on your statement. List the deposits and checks or withdrawals which are listed in your register but not on the statement.
 2. Total these two columns.
 3. **ENTER** your ending balance from your statement.
 4. **ADD** to your balance the total of the deposits made to your account but not listed on the statement.
 5. **SUBTRACT** the total of the withdrawals made from your account but not listed on the statement.
 6. **THIS IS YOUR BALANCE.**
 7. Now, refer back to your account register. **ENTER** in your register, and add to your balance, any amounts in the **DEPOSITS** column which are listed on your statement but are **NOT** listed in your register, including interest earned.
 8. **ENTER** in your register and subtract from your balance any amounts in the **WITHDRAWALS** column which are listed on your statement but are **NOT** listed in your register, including service charges.
 9. **THIS AMOUNT IS YOUR REGISTER BALANCE. IT SHOULD BE THE SAME AS THE BALANCE SHOWN IN NUMBER 6.**
- IF THERE IS A DIFFERENCE:**
- A. Review and check all figures used.
 - B. Review last month's statement.
 - C. Check all addition and subtraction in your account register.

DEPOSITS, CHECKS AND WITHDRAWALS NOT LISTED ON YOUR STATEMENT			
	DEPOSITS	CHECK NUMBER	CHECKS & WITHDRAWALS
1			
2			

3	ENDING BALANCE FROM YOUR STATEMENT	
4	PLUS THE TOTAL FROM THE DEPOSITS COLUMN ABOVE	
	SUB-TOTAL	
5	MINUS THE TOTAL OF THE WITHDRAWALS COLUMN ABOVE	
6	BALANCE (SHOULD AGREE WITH REGISTER BALANCE)	