



Balancing Your Checkbook

Make sure your checkbook register is up-to-date with all transactions, whether they are on your statement or not. Don't forget to include debit card transactions

STEP 1 WRITE IN THE ENDING BALANCE SHOWN ON YOUR STATEMENT

Step 1 Balance

STEP 2 LIST AND TOTAL ALL DEPOSITS AND ADDITIONS NOT SHOWN ON YOUR STATEMENT

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT

Step 2 Total

STEP 3 ADD STEP 1 BALANCE TO STEP 2 TOTAL

Step 3 Total

STEP 4 LIST AND TOTAL ALL CHECKS, ATM WITHDRAWALS, DEBIT CARD PURCHASES AND OTHER WITHDRAWALS NOT SHOWN ON YOUR STATEMENT

DATE	DESCRIPTION	AMOUNT	DATE	DESCRIPTION	AMOUNT

Step 4 Total

STEP 5 STEP 3 TOTAL MINUS STEP 4 TOTAL. THIS SHOULD MATCH YOUR CHECKBOOK BALANCE

Checkbook Balance