

HOW TO BALANCE YOUR CHECKING ACCOUNT

1. **Subtract** from your check register any charges listed on your checking statement which you have not previously deducted from your balance. Also, **add** any dividend.

2. Enter ending checking balance shown on statement here		\$	
3. Enter deposits made later than the ending date of your statement.	}	+	\$
		+	\$
Total (2 plus 3)		\$	
4. In your check register, check off all paid items and in area below list amounts of all unpaid checks & debits			
5. Subtract total checks & debits outstanding	}	-	\$
This amount should equal your check register balance		\$	

LIST CHECKS & OTHER OUTSTANDING DEBITS NOT APPEARING ON YOUR STATEMENT			
CHECK # OR ITEM DESCRIPTION	AMOUNT	CHECK # OR ITEM DESCRIPTION	AMOUNT
		TOTAL	\$