

HOW TO BALANCE YOUR CHECKBOOK

1. Bank statement balance \$ _____

2. Deposits made but not on bank statement
(Enter Total on line 3)

Date	Amount

Total \$ _____

3. Deposits not on bank statement (Total) + \$ _____

4. Subtotal = \$ _____

5. Checks written or withdrawals made but
not on statement (Enter Total on line 6)

Number/Date	Amount

Total \$ _____

6. Withdrawals not on statement (Total) - \$ _____

7. Subtotal = \$ _____

Steps for Balancing a checkbook

A. Write balance shown in bank statement on line 1.

B. Sort deposit slips and checks into two groups. Divide automatic teller machine slips into deposits (put with deposit slips) and cash withdrawal slips, transfers, and payments (put with checks).

C. Verify with your checkbook and automatic teller receipts you've kept. Note any uncredited deposits (not shown on bank statement) in box 2; and any withdrawals made, but not on statement in box 5.

D. Add uncredited deposits (not shown on bank statement) in box 2. Enter total amount on line 3. Add to bank statement balance (line 1). Enter answer on subtotal line 4.

E. Add withdrawals made but not on bank statement in box 5. Enter total on line 6. Subtract from subtotal 4 and enter new subtotal on line 7.

F. Note any service charges or other bank charges which have not been subtracted from checkbook. Enter total amount on line 8.

G. Subtract line 8 from subtotal line 7. Enter answer on line 9, current checking account balance.

H. Note new balance in checkbook and adjust record if needed.