Use These Easy Steps to Help Balance Your Checkbook to Your Checking Account Statement

Outstanding Checks		
Check No.	Amount	
Total Outstanding Checks		

1. Enter your checkbook balance _____

2. Subtract service charger from your checkbook (if any) - _____

3. Add dividends earned to your checkbook (if any) + _____

IMPORTANT: Be sure you have added automatic share transfers

ENDING CHECKBOOK BALANCE _____ ⬅ **Total should agree with ending checkbook balance.**

Be sure this total appears in your checkbook

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4. Enter "ending balance" from front of your statement _____

5. Add deposits (if any) not yet shown on this statement + _____

SUB TOTAL _____

6. In the space provided on the left, make a list of those checks not yet paid

7. Subtract total outstanding checks - _____

8. TOTAL _____ ⬅