

How to Balance Your Checking Account

FIRST, start with your **Checkbook:**

1. List your checkbook balance here \$ _____
 2. Subtract service charges or other deductions not previously recorded \$ _____
 3. Add any deposits or interest credits not previously recorded \$ _____
 4. Don't forget to enter your interest! \$ _____
- THIS IS YOUR NEW CHECKBOOK BALANCE** \$ _____

From Your **Checking Statement:**

1. List your statement balance here \$ _____
 2. Add any current deposits not shown on this statement \$ _____
- SUB-TOTAL \$ _____

3. List any checks written or automatic withdrawals not yet paid:

CHECK # or AUTO WITHDRAWAL:	AMOUNT:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBTRACT THE TOTAL OF CHECKS & AUTO WITHDRAWALS FROM THE SUB-TOTAL \$ _____

4. **This balance should match your checkbook balance**..... \$ _____