Balancing

To complete the following, you need both your check book register and monthly statement.

STEP 1

Check off, in your register and on your statement, all CHECKS listed on the statement. If you forgot to enter something in your register, do it now.

STEP 2

List in your register all, fees, service charges and check charges. Subtract (-) these from balance.

STEP 3

List and total all outstanding deposits. These are deposits that are not on your statement but are in your register.

Date	Amount
TOTAL	$0.00

STEP 4

List and total all outstanding checks. These are checks & withdrawals that are not on your statement but are in your register.

Date	Amount
TOTAL	$0.00

STEP 5

$ _____ **Enter your ending balance form your eStatements**

\+ $0.00 This is the total from STEP 3

$ $0.00 Subtotal

\- $0.00 This is the total from STEP 4

$0.00 Subtotal