

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	