



8 Simple Steps for Balancing Your Checkbook

- 1. Record Interest/Dividend Earned.** Enter all the interest/dividend earned on your account, in your checkbook register. The interest/dividend will typically appear at the end of your statement.
- 2. Record Service Charges.** In your checkbook register, record any charges that have been subtracted from your account. These charges may include:
 - Monthly Service Charges
 - ATM Transaction Charges
 - Overdraft Fees
 - Returned Item Fees
- 3. Verify Deposit Amounts.** Verify that all deposits listed on your statement match the deposits in your checkbook register. Make a list of any deposits that are listed in your register but do not appear on your statement.
- 4. Match All Check Entries.** Match all the check numbers, dates, and dollar amounts on your check register to your statement. If they don't match make note of them.
- 5. Check for Outstanding Items from Previous Statements.** Be sure that all of the outstanding items from your previous statements have been included in this statement.
- 6. Verify Other Debits/Withdrawals on Statement.** Verify that additional withdrawals listed on your statement are charged for the correct amount.
- 7. List All Outstanding Checks/Withdrawals.** Make a list of all outstanding checks and withdrawals. These are the items you have in your check book register but do not appear on your statement.
- 8. Balance.** Balance your checkbook register to your statement. Use the example below.

Statement Ending Balance	
ADD (+) Deposits Shown in Checkbook Register But Not on Statement	
Subtotal	
MINUS (-) Total Outstanding Checks	
Total	\$