

How to balance your checkbook

1. Enter "New Balance" from your most recent statement. \$ _____

2. Add all recent deposits and other additions made to your account and recorded in your check register but not shown on your most recent statement. \$ _____

Subtotal \$ _____

3. Subtract all outstanding checks and withdrawals that are recorded in your check register but not shown on your most recent statement or prior statements. \$ _____

4. The amount shown here should be equal to your check register balance after you have subtracted any charges and added any dividends. \$ _____

Balance \$ _____

Outstanding Checks and Withdrawals	
Check Number Withdrawal	Amount
Amount	

If the two amounts do not agree check the following:

- Are deposits and check amounts the same in your register as those on the statements?
- Verify all additions and subtractions.
- Have all prior months outstanding checks cleared? If not, they must be carried forward.
- Have all checks, withdrawals, and automatic payments been deducted from your register?