Reconciling/Balancing Your Checkbook

Using your checkbook register:

■ **Review** the list of paid checks on your statement by number and mark them in your register. Using the section below, list any checks outstanding, including those written in a prior statement period, then total. Be sure to enter any unrecorded checks or other paid items in your register.

■ **Check** off the deposits shown on the statement against those recorded in your register. Enter any missing deposits.

■ **Add** any dividends posted to your balance.

■ **Subtract** service charges, if any, from your balance.

Checks Outstanding			
No.	Amount	No.	Amount
	$		$
Use separate sheet of paper if additional space is needed.			
	TOTAL $		

On the Form Below:

Enter appropriate totals. The final figure should agree with your checkbook balance.

ENTER ending balance from your statement	$	
ADD total deposits, advances, transfers and ATM deposits not included on this statement **+**		
Sub-total		
SUBTRACT checks outstanding **–**		
This **TOTAL** should agree with your checkbook balance	$	