



Balance My Checkbook

Just follow these five easy steps to balance your checkbook.

STEP 1

Enter the ending balance listed on your statement	<i>Statement Balance</i>

STEP 2

Enter all deposits made but not listed on your statement and total.

Date	Amount	Date	Amount	
				<i>Total Deposits</i>

STEP 3

Add totals from Steps 1 & 2	<i>Step 3 Total</i>

STEP 4

List all outstanding items (checks, ATM withdrawals, debit card transactions and other withdrawals not listed on your statement) and total.

Date	Item	Amount	Date	Item	Amount	
						<i>Total Outstanding</i>

STEP 5

Step 3 total minus Step 4 total (This should match your checkbook balance).	<i>Checkbook Balance</i>

