FOR BALANCING YOUR CHECKING ACCOUNT

STEP 1 Subtract from your check register any charges listed on this statement that you have not previously deducted from your balance. Also, **ADD** any dividend not previously included.

STEP 2 Enter your ending checking balance as shown on this statement.

STEP 3 Enter deposits made later than the ending date of this statement.

TOTAL OF 2 AND 3

STEP 4 Subtract total checks outstanding.

STEP 5 This amount should equal your check register balance.

STEP 4: LIST outstanding checks that do not appear on your statement:

CHECK	AMOUNT
	<u>\$</u>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

If the total does not agree with your checkbook balance, the difference may be located by:

- Checking the addition and subtraction in your checkbook record
- Making certain that each check was entered in your checkbook for the correct amount

