

## **BALANCE YOUR ACCOUNT**

Withdrawals and Debits Outstanding

Check No.	Amount	
* Subtotal		

1	Check off withdrawals and debits appearing on your statement. Those withdrawals and debits not checked off should be recorded in the checks outstanding column.				
2	Enter your checkbook balance				
	Add any deposits and credits made to your account through transfers, interest, etc. as shown on the statement.  (Be sure to enter these in your checkbook)				
	Subtotal				
	Subtract account fees (if any)				

Adjusted checkbook balance

3	Bank balance shown on the statement.	
	Add deposits and credits	
	shown in your checkbook, but not shown on the statement.	
	Subtotal	
*	Subtract withdrawals and debits outstanding	
В	Adjusted bank balance	

Your checkbook is in balance if line A agrees with line B

Notes: