



Checkbook Balancing Form

It's easy to balance your checking account. Just follow these steps.

HERE'S WHAT YOU NEED

- Your most recent bank statement including the images of your cancelled checks for the month
- A checkbook balancing form (we have one for you here!)
- Your checkbook register (be sure you record ALL transactions in your register – deposits you've made, checks you've written, automatic transactions in your checking account)
- A calculator may be helpful, too

Line 1 - Ending balance from your bank statement

Write your balance here \$ _____

Line 2 - Add Deposits and Interest not listed in your register

| Date | Amount |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

+
Write your total here \$ _____

Line 3 - Add Line 1 and Line 2

Total of Line 1 *PLUS* Line 2 \$ _____

Line 4 - Subtract ATM withdrawals, Debit Card transactions,
Outstanding Checks and Fees not listed in your register

| Date | Amount |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

-
Write your total here \$ _____

Line 5 - New Balance (should equal your checkbook register balance)

Total of Line 3 *MINUS* Line 4 \$ _____