



## How To Balance Your Checkbook

1. Indicate the ending balance on your statement: \$ \_\_\_\_\_
  
2. ADD outstanding deposits (if any) not credited on this statement: (use the grid below for assistance) + \$ \_\_\_\_\_
  
3. SUBTRACT outstanding checks/payments (if any) not debited on this statement: (use the grid below for assistance) - \$ \_\_\_\_\_
  
4. TRUE BALANCE: your register should show this balance = \$ \_\_\_\_\_

Outstanding deposits (not included in your statement)		Outstanding checks/payments (not included in your statement)	
Date	Amount	Check #/payment date	Amount
TOTAL:		TOTAL:	