

**USE THIS WORKSHEET
TO BALANCE YOUR CHECKBOOK**

Step 1: Before you begin, in your check register **SUBTRACT** any checks/debits listed on your periodic statement that you have not previously deducted from your balance. Also, **ADD** any dividend shown on your periodic statement.

Step 2: ENTER balance shown on your periodic statement. \$ _____

Step 3: ENTER deposits made later than the ending date of your periodic statement. \$ _____
\$ _____
\$ _____
\$ _____

TOTAL (2 plus 3) \$ _____

Step 5 SUBTRACT total checks/debits outstanding (from Step 4). \$ _____

THIS AMOUNT SHOULD EQUAL YOUR REGISTER BALANCE. \$ _____

IF YOU DO NOT BALANCE verify additions and subtractions about and in your register.

- Compare the dollar amounts of check/debits listed on your statement with the amounts listed in your register.
- Compare the dollar amounts of deposits listed on your statement with the deposits amounts recorded in your register.

Step 4: LIST outstanding checks or debits that do not appear on your statement.

CHECK # OR DEBIT	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

