CHECKING ACCOUNT BALANCE WORKSHEET

This form is designed to help you balance your checking account.

DATE: _____

Step 1: Enter balance shown on your last statement.

BALANCE	$.

Step 2: Enter and total checks written that do not appear on your bank statement.

Check Number	Amount
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
	$.
TOTAL	$.

Step 3: Enter and total any deposits not credited in your last statement.

Date	Amount
	$.
	$.
	$.
TOTAL	$.

Step 4: Add your Step 1 Balance to your Step 3 Total.

Step 1 + Step 3	$.

Step 5: Subtract your Step 2 Total from your Step 4 Total to get your balance.

Step 4 - Step 2	$.

Your balance should agree with your check book balance after deducting service charge (if any) shown on your statement. If it does not, please ask for assistance or call us at the number listed below.

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