

# MAKE EXTRA COPIES OF THIS FORM BEFORE FILLING OUT

## BALANCING YOUR CHECKBOOK

1. Enter the ending balance shown on the front of your statement	NA	\$ _____
2. List all checks or other withdrawals recorded in your checkbook BUT NOT SHOWN on your bank statement	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
	-	\$ _____
3. Subtract the withdrawals listed in step 2 from the ending balance in step 1.	=	\$ _____
4. List all deposits in your ledger that are not on your statement	+	\$ _____
	+	\$ _____
	+	\$ _____
	+	\$ _____
	+	\$ _____
5. Add the amount in step 3 to all the deposits in step 4.	=	\$ _____
6. List any bank fees not already in your ledger	-	\$ _____
	-	\$ _____
7. Subtract the fees in step 5 from the amount in step 4. This figure should match your checkbook balance.	=	\$ _____