Balancing
To complete the following, you need both your check book register and monthly statement.

STEP 1

Check off, in your register and on your statement, all CHECKS listed on the statement. If you forgot to enter something in your register, do it now.

List in your register all, fees, service charges and check charges. Subtract (-) these from balance.

deposits. that are not	otal all outstanding These are deposits on your statement bu n your register.
Date	Amount
ITOTAL	\$0.00

STEP 4

List and total all outstanding checks. These are checks & withdrawals that are not on your statement but are in your register.		
Date	Amount	
TOTAL	\$0.00	

SIEP 3				
\$		Enter your ending balance form your eStatements		
+	\$0.00	This is the total from STEP 3		
\$	\$0.00	Subtotal		
	\$0.00	This is the total from STEP 4		
	\$0.00	Subtotal		