

To Balance Your Account

Checks Outstanding	
Check Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount: _____	

To Balance Your Account

Checks Outstanding	
Check Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount: _____	

1. Enter the ending balance from your statement	_____
2. Add deposits recorded in your checkbook, but not shown on this statement.	_____
3. Add 1 and 2 above	_____
4. Total of "checks outstanding"	_____
5. Balance: 3 minus 4 should equal your true balance	_____

1. Enter the ending balance from your statement	_____
2. Add deposits recorded in your checkbook, but not shown on this statement.	_____
3. Add 1 and 2 above	_____
4. Total of "checks outstanding"	_____
5. Balance: 3 minus 4 should equal your true balance	_____