Balance Your Account

Checks Outstanding

Check No.	Amount	
Total		

1

Check off (✓) checks appearing on your statement. Those checks not checked off (✓) should be recorded in the checks outstanding column.

2

Enter your checkbook balance		
Add any credits made to your account through transfers, interest, etc. as shown on this statement. (Be sure to enter these in your checkbook.)		
Subtotal		
Subtract account fees (if any)		
Adjusted checkbook balance		**A**

3

Bank balance shown on this statement		
Add deposits shown in your checkbook but not shown on this statement because they were made and received after the date of this statement		
Subtotal		
Subtract checks outstanding		
Adjusted bank balance		**B**

Your checkbook is in balance if line **A** agrees with line **B**.

We suggest you retain this statement for your records.