

# BALANCE YOUR ACCOUNT

**1** Current balance on your checking statement

\$

**2** Add deposits that do not appear on your statement

*(include interest earned, ATM deposits, online transfers and direct deposits)*

+ \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
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 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_

**3** Subtotal by adding steps 1 and 2

\$

**4** Subtract outstanding checks, transfers, withdrawals that do not appear on your statement

*(include online transactions, debit card and ATM transactions, automatic debits, fees)*

– \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_  
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 – \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_  
 – \$ \_\_\_\_\_

**5** Subtract step 4 from step 3  
 This should match your checkbook register balance. Then, write a check for this amount and use as your opening deposit.

\$