



Balancing Your Checking or Savings Account

Statement Date _____

Checking Savings



The procedure for balancing your checking account and for balancing your savings account is the same. Before you start, please be sure you enter in your checkbook or savings register any interest earned, automatic transactions or bank charges, including those shown on your statement.

A. List any recent deposits or other additions not shown on your statement.

| Date/Description | Amount |
|------------------|--------|
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B. List any checks, withdrawals, or other subtractions not shown on your statement.

| Date/Description | Amount |
|------------------|--------|
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C. Follow the instructions below to compare the balance shown on your statement with the balance shown in your checkbook or savings register.

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|--|-----------|
| Current Statement Balance shown on statement: | \$ _____ |
| Plus Total A. | +\$ _____ |
| Equals | \$ _____ |
| Minus Total B. | -\$ _____ |
| Should agree with your checking or savings register balance: | \$ _____ |



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