

Balancing Worksheet

Use this worksheet to balance your checkbook register for your Checking Account with your previous financial institution. Begin with the current Checking Account balance shown on your most recent account statement.

1. Your ending balance from your most recent Checking Account statement

\$ _____
Ending Statement
Balance

2. List all deposits that do not appear on your account statement

Date of Deposit	Amount of Deposit
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

+ \$ _____
Add Total of Deposits
Outstanding (Step 2)

3. List all checks, transfers, withdrawals, debit card purchases, automatic Bill Payment transactions that do not yet appear on your account statement

Date of Withdrawal	Amount of Withdrawal
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

= \$ _____
Subtotal

4. Enter Account Balance – this should equal the balance in your checkbook register. If it does not, proceed with Step 5 below.

- \$ _____
Subtract Total of
Checks/Debits
Outstanding (Step 3)

= \$ _____
Account Balance

5. Enter the ending balance you show in your checkbook register

\$ _____
Checkbook Register
Balance

6. Add any deposits/credits that appear on your statement, but do not appear in your register. Remember to note them in your register and add them to your register balance.

+ \$ _____
Deposits

7. Subtract any withdrawals/debits that appear on your statement, but do not appear in your register. Remember to note them in your register and subtract them from your register balance.

- \$ _____
Withdrawals

8. Your new register balance should equal the account balance shown in Line 4.

= \$ _____
Register/Account Balance