

# BALANCING YOUR CHECKBOOK WORKSHEET

Make sure your checkbook register is up to date with all transactions, whether they are on your statement or not. Don't forget to include debit card transactions.

**STEP 1** WRITE IN THE ENDING BALANCE SHOWN ON YOUR STATEMENT

Step 1 Balance

\$

## STEP 2

LIST AND TOTAL ALL DEPOSITS AND ADDITIONS NOT SHOWN ON YOUR STATEMENT

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT

Step 2 Total

\$

**STEP 3** ADD STEP 1 BALANCE TO STEP 2 TOTAL

Step 3 Total

\$

## STEP 4

LIST AND TOTAL ALL CHECKS, ATM WITHDRAWALS, DEBIT CARD PURCHASES AND OTHER WITHDRAWALS NOT SHOWN ON YOUR STATEMENT

DATE	DESCRIPTION	AMOUNT	DATE	DESCRIPTION	AMOUNT

Step 4 Total

\$

**STEP 5** STEP 3 TOTAL MINUS STEP 4 TOTAL. THIS SHOULD MATCH YOUR CHECKBOOK BALANCE.

Checkbook Balance

\$