

# ACCOUNT BALANCE WORKSHEET

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement.

1. Enter your account balance shown on your checking Statement.

\$   
Last Statement Balance

2. Enter deposits that do not appear on your statement. Include interest earned and deposits made through ATMs and direct deposits.

Date	Amount	Date	Amount

+ \$   
Total Deposits

3. Subtotal by adding steps 1 and 2.

= \$   
Last Balance + Deposits

4. Enter outstanding checks, transfers or withdrawals not appearing on your statement. Include any debit card purchase, ATM withdrawals, automated payments and fees.

<i>Date/Ck#</i>	<i>Amount</i>	<i>Date/Ck#</i>	<i>Amount</i>

- \$   
Total Outstanding Debits

5. Subtract step 4 from step 3. This should match your checkbook register balance.

= \$   
Checking Account Balance