

Eight Simple Steps for Balancing Your Checkbook

Seldom will your statement and checkbook register agree, but that's no reason to panic. It's merely a matter of timing.

Your statement lists the transactions *posted to* or *cleared* to your account as of the closing date. The closing date is usually found in the upper right-hand corner of the first page of your statement.

Once your statement has closed, it will take a few days for the information to be printed and for it to arrive in the mail. Meanwhile, you are continuing to write checks, make ATM withdrawals and/or deposits, and hopefully, keeping track of these transactions in your checkbook register.

Remember, it also takes a few days for your checks, ATM, Visa Debit Card, and/or deposit transactions to be recorded on your account.

Record, Balance, Repeat

Recording each transaction in your checkbook register and adding or subtracting it from the balance is the first step to simplifying the balancing act.

It's important to record the transaction **at the time** you actually write the check, make a withdrawal, or make a deposit.

By **recording the transactions and balancing** your account total in your checkbook register, you'll get a clearer picture of your spending habits and know exactly how much money you have. And, if for some reason you detect a problem, the sooner you can correct it, the better.

- 1. Record Interest Earned.** In your checkbook register, enter all of the interest earned on your account (if applicable). Add this balance. Be sure to record any other credit amounts listed, such as corrections by the institution.
- 2. Record Service Charges, Etc.** In your checkbook register, record any charges that have been subtracted from your account, as shown on your statement. These charges may include:
 - Monthly services charges
 - Per check charges
 - ATM transaction charges
 - Non-sufficient Funds fees

Subtract these charges from your register balance.

- 3. Verify Deposit Amounts.** Look at your latest statement and verify that all deposits listed match the deposit amounts listed in your checkbook register.

Make a list of any deposits that are listed in your register but do not appear on your statement. Add these together. **Tip:** Use the worksheet on the back of your statement.

Date	Outstanding Deposits	Amount
Total		

- 4. Match All Check Entries.** Match the entries in your register with the transactions listed on your statement. Compare check numbers, dates, and dollar amounts on all checks written. If these items match, place a check “✓” mark next to the transaction in both your register and on the statement.

If they don’t match, circle the item in both places so that you can come back to fix the error once all of the transactions have been checked off.

If Transactions Don’t Match

Check for one of three errors:

- The item was recorded incorrectly in your checkbook register,
- The item paid or was credited to your account for the wrong amount, or
- Your check numbers were listed incorrectly.

To Correct the Errors

- Simply look at and/or recheck your canceled checks or check images, deposit receipts, and/or ATM and Visa Debit Card receipts.
- Remember, some items will not be checked off. These are called “**outstanding items.**”

- 5. Check for Outstanding Items from Previous Statements.** Be sure that all of the outstanding items from your previous statements have been included in this

statement. Otherwise, they are still outstanding.

Note: If an item is outstanding for 60 days or more, contact the person or company you wrote the check to and see if the check has been received. If it hasn't, the check may have been lost, and you may want to place a stop payment.

6. **Verify Other Debits on Statement.** Verify that additional withdrawals listed on your statement, other than checks, are charged for the amount actually drawn. This includes ATM withdrawals, Visa Debit Card transactions and any automatic debit transactions like insurance payments, loan and/or utility payments.
7. **List All Outstanding Checks.** Make a list of all outstanding checks or ATM/Visa Debit Card withdrawals. These are transactions that appear in your checkbook register that do not have a check "✓" mark next to them. Add these items together.
8. **Balance.** Now, balance your checkbook register to your statement. Use the formula below.

Statement Ending Balance	
ADD (+) Deposits Shown in Checkbook Register But Not on Statement	
Subtotal	
MINUS (-) Total Outstanding Checks	
Total	\$

Compare this total with the ending balance in your checkbook register. They should be the same. If not, there's a mistake. **Do Not Panic!** This can be easily fixed. If they are the same Congratulations! You've successfully balanced your checkbook.

If Things Don't Add Up

- **Take a short break** to clear your head.
- **Start by re-verifying** your outstanding items.
- **What's the difference?** Is your checkbook balance higher or lower than your statement? Subtract the smaller figure from the larger one to get the difference. Now...
 - **Divide the difference by 9.** If 9 goes in evenly (that is, with nothing left over), the problem is transposed numbers. For example, \$258 was recorded as \$285. Look over your receipts and cancelled checks and double-check your amounts.
 - **Divide the difference by 2.** If the answer you get is a "normal" dollars-and-cents amount (i.e., \$7.19 rather than \$15.125), look for that amount in your register--it was added instead of subtracted, or vice versa.



Still Doesn't Balance?

Well, you've tried hard and made every effort. Now it's time to ask for help. Call or come by one of our branches. You will need to bring in your current statement and your checkbook register. Every effort will be made to assist you to balance, and next time it will be easier.