

How to Balance a Checkbook

Knowing how to balance and handle a checkbook is an important part of managing your finances. Keeping your checkbook balanced helps you keep track of your money, verify the information you have tracked is accurate, and helps make sure that you have enough funds in your account so you don't bounce a check or overcharge purchases on your debit card.

To balance your checkbook, follow these simple steps:

1. Review your check register to ensure that you have entered all the automatic transactions (ex: ATM withdrawals, electronic transfer of funds, online bill payments, debit card transactions, etc).
2. Review your statement.
3. Compare your statements with your check register and put a check mark next to all the items that match.
4. Add to your register any deposits or additions from your statement, make sure to include interest payments and ATM or electronic deposits.
5. Subtract from your register any account deductions, including fees, payments such as auto/mortgage, and ATM or electronic deductions that are not already entered.
6. Update your statement information.

Add together deposits and other additions listed on your register but not on your statement

Date of Deposit	Amount
Total A	

Add together checks and other deductions listed in your register but not on your statement

Check # or Description	Amount
Total B	

Enter the ending balance recorded on your statement	
Add deposits and other additions not recorded (Total A)	
Subtotal	
Subtract checks and other deductions not recorded (Total B)	
The result should equal your register balance	

On Our Easy To Use Transaction Register

Record your check number or transaction code, date, and a description of the transaction. It is recommended that you compute the balance after each entry.