

FOR BALANCING YOUR CHECKING ACCOUNT

STEP 1 Subtract from your check register any charges listed on this statement that you have not previously deducted from your balance. Also, **ADD** any dividend not previously included.

STEP 2 Enter your ending checking balance as shown on this statement.

\$ _____

STEP 3 Enter deposits made later than the ending date of this statement.

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL OF 2 AND 3

\$ _____

STEP 4 Subtract total checks outstanding.

(\$ _____)

STEP 5 This amount should equal your check register balance.

\$ _____

STEP 4: LIST outstanding checks that do not appear on your statement:

CHECK	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

If the total does not agree with your checkbook balance, the difference may be located by:

- Checking the addition and subtraction in your checkbook record.
- Making certain that each check was entered in your checkbook for the correct amount.



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