

Eastside Literacy Tutor Support
Handout for Students: **Step by Step Guide for Balancing a Checkbook**

1. Make sure that each check entered has been subtracted, that all deposits have been added, and that any withdrawals have been subtracted. Write down the beginning balance from the statement.

2. Check off each check, deposit, and withdrawal shown on the bank statement with its corresponding checks, deposits, and withdrawals written in the checkbook register.

3. Write down the amounts of all the checks in the register that are not shown on the bank statement. These are the checks that have not yet been cashed and are still outstanding from the bank.

4. Add to get the total amount of all these outstanding checks.

5. Subtract this total from the ending balance shown on the bank statement.

6. Add to this amount any deposits that weren't checked off. This amount should match the last balance from your check register.

7. If the two numbers do not agree, go back and try to find your error. It is possible that the bank may have made a mistake, but more than likely you have made an adding or subtracting error or forgotten to enter a check, a deposit, or withdrawal.