

**THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKBOOK WITH YOUR STATEMENT**

1. In your checkbook, enter any interest earned on your account as it appears on the front of your statement.
2. Verify that checks are charged on statement for amount drawn.
3. Be sure that service charge (if any) or other authorized deductions shown on your statement have been deducted from your checkbook balance.
4. Verify that all deposits have been credited for same amount as on your records.
5. Be sure that all checks outstanding on previous statement have been included in the statement (otherwise, they are still outstanding).
6. Check off on the stubs of your checkbook each of the checks paid by us.
7. Make a list of the numbers and amounts of those checks still outstanding in the space provided below.

CHECKS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL OUTSTANDING		

CARRY OVER  
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8.	ENTER BALANCE ON STATEMENT		
9.	ADD DEPOSITS NOT CREDITED		
10.	TOTAL		
11.	SUBTRACT CHECKS OUTSTANDING		
12.	BALANCE SHOULD AGREE WITH CHECKBOOK		