

Do you keep your checkbook up to date? Here are three reasons why you should:

- Balancing your checkbook verifies that your records match ours.
- If you make a math error or forget to post a transaction in your register, you may overdraft your account, incurring fees of \$30 or more.
- If there's a problem, you won't need to wade through months of transactions to figure it out.

It's important to record the transaction at the time you actually write the check, make a withdrawal or deposit, or use your debit card. Recording each transaction in your checkbook register and adding or subtracting it from the balance is the first step to keeping your account balanced.

Keeping your account records up-to-date will help you get a clearer picture of your spending habits and let you know exactly how much money you have. And, if you detect a problem, the sooner you can correct it, the better.

So get your checkbook, gather your ATM, POS, and deposit and withdrawal receipts and grab a calculator and a pencil.

Balancing your Check Book

Step ①

Obtain your account register and check off the following items listed on your Share Draft Account.

(1) Personal drafts (2) Electronic uses (3) Automatic transfers (4) Deposits. If any of the above items (1) thru (4) are on your Checking Account, but not in your account register, then verify they are your items, record them in your account register, and adjust your balance.

Step ②

Enter each credit union charge against your Share Draft Account into your register and adjust your register balance.

Step ③

List and total all **deposits** on your Share Draft Account not checked off in your account register.
This total will be used in Step ⑤

Date	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
Total	

Step ④

List and total all **checks and other payments** on your Share Draft Account not checked off in your account register.
This total will be used in Step ⑤

Number	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
Total	

Step ⑤

ENTER: Share Draft Balance \$ _____

ADD: Your total deposits not on your Share Draft Account. Step ③ \$ _____

SUB-TOTAL \$ _____

SUBTRACT: Total checks and other payments on your Share Draft Account not checked off in your account register, Step ④ \$ _____

SUBTOTAL: \$ _____

ENTER AND SUBTRACT: Balance on your account register \$ _____

TOTAL: (Should be 0) \$ _____

If Things Don't Add Up

- Take a short break to clear your head.
- Start by re-verifying your outstanding items. Look to see if you have any outstanding checks from previous months.
- Be sure you carried forward the correct balance when you began a new page in your register.
- 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 may be 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?

If the numbers still don't add up, go back over your work one more time. Did you forget to list an outstanding check? Did you miss an interest payment or service charge on the statement? Try to balance again, and if, despite your best efforts, you still can't, we're here to help.

Call or come by one of our branches. You will need to bring in your current bank statement and your checkbook register. Every effort will be made to assist you in balancing your register*, and next time it will be easier.

*A fee may apply.

