FOLLOW THESE EASY STEPS TO BALANCE YOUR CHECKBOOK

A. CHECKS/WITHDRAWALS/TRANSFERS NOT ON STATEMENT

CHECK NUMBER/OTHER	AMOUNT	
TOTAL A		

Be sure your checkbook record is complete. Enter all deposits and withdrawals including checks, ATM and electronic transactions, automatic payments, service fees, dividends, credits, etc., that appear on your statement. At left A., list any checks/other withdrawals that are recorded in your checkbook, but do not appear on your statement. At right B., mark all deposits/other credits that are recorded in your checkbook, but do not appear on your statement.

B. DEPOSITS/LOAN ADVANCES/TRANSFERS NOT ON STATEMENT

DATE OF DEPOSIT/OTHER CREDITS	AMOUNT	
TOTAL B		*

ENTER ending balance shown on statement _____

* ADD deposits/other credits NOT on statement (Total B) + _____

SUBTOTAL = _____

** SUBTRACT checks/other withdrawals NOT on statement (Total A) - _____

TOTAL C should equal your checkbook balance* = _____

* If these balances are different, check your addition and review each step in the balancing process. If you find any errors, notify your branch immediately.

MISSION FEDERAL CREDIT UNION™

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