Balancing Your Checking Account

To balance your checking account, follow these steps:

1. Subtract from your register any service, miscellaneous, or automatic charge shown on your bank statement.

2. Mark (✓) your register after each item shown on your bank statement. (An * next to the item number on your statement indicates an item has not been presented to us for payment.)

3. Compare the deposits in your check register to those on the front of your bank statement, noting any differences. Add the interest shown on your statement to your register.

4. Complete the form below

ENDING BALANCE: Shown on your current statement $ _____

ADD: Deposits made after the ending date on your statement _____

_____

(+) _____

_____

SUBTOTAL: $ _____

CHECKS and other items not listed on this or prior statements	NUMBER	AMOUNT

TOTAL items not yet listed: $ _____

SUBTRACT total items not yet listed from **SUBTOTAL** above. $ _____

This should agree with the balance in your check register.

Please report any differences to us within 30 days. Special provisions, including a reporting period of up to 60 days, apply if the difference involves a credit line transaction or an electronic funds transfer.

EQUAL HOUSING LENDER **MEMBER FDIC**

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