

# Balance Your Checkbook

## Step 1:

Obtain your account register and check off the following items listed on your Share/Draft Account:  
Personal drafts - Cash dispenser uses - Automatic transfers - Deposits

If any of the above items are on your Share/Draft Account, but not in your account register, then verify that they are your items. If so, then record them in your account register, and adjust your register 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	
<b>Total</b>	

## Step 4:

List and total all drafts 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	
<b>Total</b>	

## Step 5:

<b>ENTER:</b> Share/Draft Account share balance	\$
<b>ADD:</b> Your total deposits not on your Share/Draft Account. Step 3.	\$
<b>SUB-TOTAL:</b>	\$
<b>SUBTRACT:</b> Total drafts and other payments on your Share/Draft Account not checked off in your account register. Step 4.	\$
<b>SUB-TOTAL:</b>	\$
<b>ENTER AND SUBTRACT:</b> Based on your account register.	\$
<b>TOTAL:</b> (Should be 0)	\$

If the total is not Zero, recheck steps 1 thru 5.