INVESTING IN YOU
HOW TO BALANCE YOUR ACCOUNT

1. Mark off in your account register each transaction shown on your statement. In the appropriate space to the right, list the deposits and checks or withdrawals which are listed in your register but not on your statement.
2. Total these two columns.
3. ENTER the ending balance from your statement.
4. ADD to your balance the total of the deposits made to your account but not listed on your statement.
5. SUBTRACT the total of the withdrawals made from your account but not listed on your statement.
6. THIS IS YOUR BALANCE.
7. Now, refer back to your account register. ENTER in your register and add to your balance any amounts in the DEPOSITS column which are listed on your statement but are NOT listed in your register, including interest earned.
8. ENTER in your register and subtract from your balance any amounts in the WITHDRAWALS column which are listed on your statement but are NOT listed in your register, including service charges.
9. THIS AMOUNT IS YOUR REGISTER BALANCE, IT SHOULD BE THE SAME AS THE BALANCE SHOWN IN NUMBER 6. IF THERE IS A DIFFERENCE:
A. Review and check all figures used.
B. Review last month's statement.
C. Check all addition and subtraction in your account register.

DEPOSITS, CHECKS AND WITHDRAWALS NOT LISTED ON YOUR STATEMENT


ENDING BALANCE FROM YOUR STATEMENT
PLUS THE TOTAL FROM THE DEPOSITS COLUMN ABOVE
SUB-TOTAL
MINUS THE TOTAL OF THE WITHDRAWALS COLUMN ABOVE
BALANCE (Should agree with register balance)

