

Form 8.4 - Checkbook Balancing

CHECKBOOK BALANCING FORM				
OUTSTANDING DEPOSITS (Not included in your statement)		OUTSTANDING CHECKS (Not included in your statement)		STEPS:
DATE	AMOUNT	CHECK #	AMOUNT	
				1. Ending balance from your bank statement
				\$ _____
				2. Add total outstanding deposits
				+ _____
				3. Subtract total outstanding checks
				- _____
				4. Subtract bank fees
				- _____
				5. Add interest earned
				+ _____
				6. New balance (Should equal checkbook balance)
				\$ _____