



TRANS. TYPE / CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	PAYMENT / DEBIT (US)	FEE (US) / (MAY)	DEPOSIT / CREDIT (US)	\$
1104	4/24	Groceries	20	52		300.00
						279.48

- Record any withdrawals or payments you make from that account. If you withdraw money from the bank or ATM, or if you purchase something using an ATM or debit card, write down the amount of the purchase. If there is a fee for using the ATM, write down that amount also.
- Record any bills you pay online. If your online bill payment service gives you a confirmation code, you may wish to jot this code in your check register alongside the payee information.
- Record any deposits or transfers of money into or out of the account.

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1104	4/24	Groceries	20	52		300.00
	4/26	Deposit			100.00	379.48

4. **Regularly recalculate the balance** in the account. You can do this at each transaction, or you can do this less frequently, for example when you sit down to do bills. If you have a history of bounced checks, you should do this at every transaction or every other transaction.
  - Subtract the amount of any expense, payment, check, or withdrawal from the total.
  - Subtract any transfer out of the account.
  - Add the amount of any deposit, credit, or transfer into the account to the total.
5. **Write the new balance after each transaction** in the rightmost column.
6. **Reconcile your checkbook** when your statement arrives.



- You may wish to use two lines for each transaction so that you have additional space to write. Whichever method you choose, be consistent.
- If you have two or more people making payments from the same account, touch base with each other as often as possible so you can each record the payments in your individual checkbooks.
- Balancing your checkbook is an excellent opportunity to total up the amount of money you spend each month and look for ways that you could save money next month.
- Keep a separate register for each account you wish to track.
- Try to save up a "cash cushion", some minimum amount of money that you save in case of emergencies. Then, try not to let your balance drop below this point.
- For many accounts, maintaining a specified minimum balance can help you to avoid account fees. Some banks also waive fees if you have direct deposit of your paycheck. Read the fine print and ask your bank if you're not sure about the fees they charge.
- For better record keeping, you should know the bank's clearing schedule. Local checks and non local checks clear differently. Most local checks clear in 2 business days AFTER the day of the deposit. Most non local checks clear 5 days after the day of the deposit. Knowing when the funds are available for withdrawal will keep you from overdrawing your account.
- Regarding the "Correct mistakes" section above, subtract the balance in your check register from the balance on the statement. If that technique did not work, try this if the difference has an even number of pennies. Divide the difference by 2. Does this new amount match the amount of one of the transactions? If so, that transaction was probably added instead of subtracted or vice versa.
- Expect checks and other payments that have not cleared yet to clear soon. Just because the money from uncleared payments is still in your account does not mean it is yours to spend on other things. If a payment clears and your account balance turns negative, then the bank will fine you.

If you ever have a problem balancing your check register, please stop in and see one of our Customer Service Representatives or call 620-241-3732.