Balance Your Checking	
Current Statement Date	
Statement Balance	
Add +	
Deposit(s) not credited in this statement	
TOTAL	
Subtract total amount of items outstanding*	
TOTAL Balance should equal your check register.	

*Items Outstanding	
Item	Amount
TOTAL	

This balance should match the balance in your checkbook register. If not, check your math and the entries in your checkbook register. If it still doesn't match, make sure the dollar amount of each item in your register matches the same item on your statement. Then, compare your register with deposit slips and your statement—maybe you forgot to record something in your register. If the difference between your register and statement is a whole number, check your addition and subtraction.

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