

## To balance your Checking Account ...

- 1. Record all the transactions you have made in your check register.
- 2. Compare your statement to your check register. Mark off all the transactions that have cleared. List and mark in your register any unrecorded transactions that are listed on this statement.
- 3. Make a list, using the spaces provided below, of all the withdrawal transactions recorded in your register that are not included on this statement. These are your "outstanding items".
- 4. Make a grand total of all outstanding items listed below. 5. Use the balancing worksheet below to balance your statement.

recorded in your check register. Make sure all of your transactions are accurately recorded in your check register. Recheck your register for addition and subtraction errors. If you have any questions about a particular check or transaction, or if you wish to make an appointment with our Member Service Center, call (Ogden) 801-627-0900, (Salt Lake) 801-966-5553, or (toll-free) 1-800-999-3961 Monday thru Friday, 8 am to 8 pm and Saturday 8 am to 7 pm. Hearing impaired (TDD) - (Ogden) 801-778-8225, or (Salt Lake) 801-965-3225

If your "adjusted balances" calculated below do not agree, recheck

your figures and compare the transactions on your statement to those

## Summary of Outstanding Items

| Ch     | ecks   | Ch     | ecks   |          | Checking<br>Charges |            | © Checking<br>I Charges | Withdra   | ATM<br>wals/Transfers |          | s line/Other<br>wals/Transfers |
|--------|--------|--------|--------|----------|---------------------|------------|-------------------------|-----------|-----------------------|----------|--------------------------------|
| Number | Amount | Number | Amount | Date     | Amount              | Date       | Amount                  | Date      | Amount                | Date     | Amount                         |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
|        |        |        |        |          |                     |            |                         |           |                       |          |                                |
| Γotal  | \$     | Total  | \$     | Total \$ |                     | Total \$   |                         | Total \$  |                       | Total \$ |                                |
|        |        |        |        |          |                     | <b>F</b> G | rand Total              | of Outsta | nding items           | \$       |                                |

## **Balancing Worksheet**

## **Statement Balance Information**

List your statement ending balance. Add any deposits made but not included on this statement, i.e. direct deposit, Social Security, automatic transfers. Subtotal

Subtract grand total of outstanding checks, ATM withdrawals, Accessline withdrawals or transfers and Visa checking card transactions (from above)

Adjusted Statement Balance

# Check Register Information (Be sure to update your register.)

| List the balance in your check register.        | \$ |
|---|----|
| Add any deposits listed on this statement       | +  |
| that are not recorded in your register, i.e.    | +  |
| dividends, transfers, line of credit advances.  |    |
| Subtotal  | \$ |
| Subtract other items listed on your statement   |    |
| that are not recorded in your register, such as |    |
| new checks, copies, fees, etc.                  |    |
| Adjusted register balance                       | \$ |
| Adjusted statement balance and adjuste          | ed |

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Members come first."