

## How to Balance Your Account

- 1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on your statement.
- 2. Mark (x) your register after each check listed on your statement
- 3. Check off deposits shown on the statement against those shown in your check register.
- 4. Complete the form below.
- 5. The final "balance" in the form below should agree with your check register balance. If it does not, read "HINTS FOR FINDING DIFFERENCES"

## HINTS FOR FINDING DIFFERENCES

Recheck all additions and subtractions or corrections.

Verify the carryover balance from page to page in your check register.

Make sure you have subtracted the service or miscellaneous charge(s) from your check register balance.

For information or help on Electronic transactions, call 815-645-2266.

BALANCE YOUR CHECK BOOK			
Balance shown on Bank Statement	\$	Balance shown in your check book	\$
Add deposits not on Statement	\$	Add deposits	\$
	\$	not entered in check book	\$
	\$		\$
Sub-Total	\$	Sub-Total	\$
Subtract checks issued but not o Check No. Amount Ch	n Statement neck No. Amount	Subtract service charge and other bank charges not shown in o	\$ \$ \$ \$ \$
			\$
			Ψ
Outstanding Check Total	\$	Other Charges Total	\$
Balance *	\$	Balance *	\$

<sup>\*</sup> These figures represent the correct amount of money you have in the bank and should agree. Please report any differences on your account to the bank immediately.