

Balancing a checkbook is simply determining what you don't know regarding what the credit union has done, and what you have done that the Credit Union might not yet know. It is really very easy.

These instructions will show you how to do this. They should be used in conjunction with the "**Balance Your Checkbook**" **worksheet** also found on **www.Independentfcu.org**.

**(A) Checkbook Balance**

Put the balance you show in your checkbook for the date of your Credit Union statement right here.

**(B) Credit Union Balance**

Put the balance from your statement here. Checkbook Balance and Credit Union Balance should be for the same date.

**(C) Additions to checkbook balance**

These are items the Credit Union added to your account without you knowing about them. Things like dividends and interest would go on these lines.

**(D) Additions to Credit Union balance**

Items that you have deposited that have not been credited to your account yet (as of the statement date) go here. Anything that you know will get added should go on these lines.

**(E) Total checkbook additions**

Simply add up all the additions to your checkbook listed above and place the total here.

**(F) Total Credit Union additions**

Add up all the additions to your Credit Union balance listed above and place the total here.

**(G) Subtotal checkbook balance**

Add line (E) to line (A) and put the total here.

**(H) Subtotal Credit Union balance**

Add line (F) to line (B) and put the total here.

**(J) Subtractions from checkbook balance**

List all the items the Credit Union charged you that you did not know about until you received the statement. Things like Credit Union fees; check charges, and other charges go here. Watch for Credit Union errors that might have been charged and are not yours.

**(K) Subtractions from Credit Union balance**

Here is where you will put outstanding checks that have not hit the Credit Union yet. Also debit card use that has not been posted yet will go here. Be sure to list everything you show that has not been charged by the Credit Union as of the statement date.

**(L) Total checkbook subtractions**

Add up all the subtractions to your checkbook listed above and place the total here.

**(M) Total Credit Union subtractions**

Add up all the subtractions from your Credit Union balance above and place the total here.

**(N) Balanced checkbook total**

Subtract line (L) from line (G) and put the total here.

**(P) Balance Credit Union total**

Subtract line (M) from line (H) and put the total here.

The totals on line (N) and line (P) should match. If they do, your checkbook is balanced. If not, then you will have to go over every item on the Credit Union statement and match them with items in your checkbook to find the error. Be sure to list the error in the right area and re-add everything until the totals on lines (N) and (P) match.