HOW TO BALANCE YOUR CHECKING ACCOUNT

YOUR STATEMENT

1. List all CHECKS not accounted for on your Statement under the Outstanding CHECKS column.
2. Enter balance shown on Statement: $_____
3. ADD deposits not credited on Statement: $_____

   SUBTOTAL $_____
4. SUBTRACT TOTAL OF Outstanding CHECKS. STATEMENT BALANCE: $_____

YOUR CHECKBOOK

1. Enter balance shown in CHECKBOOK $_____
2. ADD deposits not enterde in CHECKBOOK $_____
3. ADD dividends not entered in CHECKBOOK $_____

   SUBTOTAL $_____
4. Total service charges and other charges not entered in your CHECKBOOK $_____

   $_____

   SUBTRACT TOTALS _____
   CHECKBOOK BALANCE $_____

YOUR STATEMENT BALANCE SHOULD AGREE WITH YOUR CHECKBOOK BALANCE

OUTSTANDING CHECKS

DATE	CHECK NO.	AMOUNT		DATE	CHECK NO.	AMOUNT	
SUBTOTAL				TOTAL CHECKS OUTSTANDING			

Your statement balance should agree with your checbook balance. For statement errors, please call the Internal Auditor at 334-215-4856 or 1-800-776-6776, extension 4856