

DEPOSITS OUTSTANDING

DATE	AMOUNT
3. TOTAL	

CHECKS OUTSTANDING

NUMBER OR DATE	AMOUNT
5. TOTAL	

TO PROVE THE CHECKING ACCOUNT NEW BALANCE AS SHOWN ON YOUR STATEMENT:

GO THROUGH YOUR CHECK STUBS OR CHECK REGISTER AND CHECK OFF EACH DEPOSIT OR OTHER CREDIT AMOUNT LISTED ON THIS STATEMENT. IF YOU HAVE A DEPOSIT OR OTHER CREDIT IN YOUR CHECK STUBS OR CHECK REGISTER THAT IS NOT SHOWN ON THIS STATEMENT, LIST THE AMOUNT IN DEPOSITS OUTSTANDING COLUMN, ALSO LIST ANY DEPOSITS OR OTHER CREDITS STILL OUTSTANDING FROM A PREVIOUS STATEMENT.

TOTAL AND ENTER ON LINE 3.

GO THROUGH YOUR CHECK STUBS OR CHECK REGISTER AND CHECK OFF EACH CHECK OR OTHER DEBIT LISTED ON THIS STATEMENT. IF YOU HAVE A CHECK STUB OR CHECK REGISTER ITEM NOT SHOWN ON THIS STATEMENT, LIST THE AMOUNT IN CHECKS OUTSTANDING COLUMN, ALSO LIST ANY CHECKS OR OTHER DEBITS STILL OUTSTANDING FROM A PREVIOUS STATEMENT.

TOTAL AND ENTER ON LINE 5.

IF THERE ARE ANY ERRORS, NOTIFY THE CREDIT UNION IMMEDIATELY. IF NO ERROR IS REPORTED IN TEN (10) DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT. ALL ITEMS ARE CREDITED SUBJECT TO FINAL PAYMENT.

2.		ENTER NEW BALANCE FROM FRONT OF STATEMENT.
3.		ADD TOTAL OF DEPOSITS OUTSTANDING (LINE 3).
4.		SUBTOTAL
5.		SUBTRACT TOTAL OF CHECKS OUTSTANDING (LINE 5).
6.		ACCOUNT BALANCE
7.		ENTER CHECK REGISTER BALANCE.
8.		ADD ANY DEPOSITS OR OTHER CREDITS WHICH ARE LISTED ON THIS STATEMENT BUT ARE NOT LISTED IN YOUR CHECK REGISTER. ALSO ENTER THIS AMOUNT INTO YOUR CHECK REGISTER AND ADD TO YOUR CHECK REGISTER BALANCE.
9.		SUBTRACT ANY WITHDRAWALS OR OTHER DEBITS WHICH ARE LISTED ON THIS STATEMENT BUT ARE NOT LISTED IN YOUR CHECK REGISTER. ALSO ENTER THIS AMOUNT INTO YOUR CHECK REGISTER AND SUBTRACT FROM YOUR CHECK REGISTER BALANCE.
10.		YOUR CHECK REGISTER BALANCE SHOULD NOW BE THE SAME AS THE BALANCE IN NUMBER 6. IF THERE IS A DIFFERENCE: (a) REVIEW AND CHECK ALL FIGURES USED. (b) REVIEW LAST MONTH'S STATEMENT. (c) CHECK ALL ADDITION AND SUBTRACTION IN YOUR CHECK REGISTER.