
If Transactions Don't Match

Check for one of three errors:

1. The item was recorded incorrectly in your checkbook register,
2. The item was paid or credited to your account for the wrong amount, or
3. Your check numbers were listed incorrectly.

To Correct the Errors

1. Simply look at and/or recheck your canceled check images, deposit receipts, and/or ATM and debit card receipts.
2. Remember some items will not be checked off. These are called "outstanding items."

⑤ Check for Outstanding Items from Previous Statement

Be sure that all of the outstanding items from your previous statements have been included in this statement. Otherwise, they are still outstanding.

Note: If an item is outstanding for 60 days or more, contact the person or company you wrote the check to and see if the check has been received. If it hasn't, the check may have been lost and you may want to call the credit union and make a stop payment.

⑥ Verify Other Debits on Statement

Verify that additional withdrawals listed on your statement, other than checks, are charged for the amount actually drawn. This includes ATM withdrawals, debit card transactions and any automatic debit transactions like insurance payments, loan and/or utility payments.

⑦ List All Outstanding Checks

Make a list of all outstanding checks or ATM/debit card withdrawals. These are transactions that appear in your checkbook register that do not have a check "✓" mark next to them. Add these items together.

Tip: Use the worksheet on the back of page 1. of

your statement.

⑧ Balance

Now, balance your checkbook register to your credit union statement. Use the formula below, which is also located on the worksheet on the back of your statement.

Statement Ending Balance	
ADD (+) Deposits Shown in Checkbook Register But Not on Statement	
Subtotal	
MINUS (-) Total Outstanding Checks	
Total	\$

Compare this total with the ending balance in your checkbook register. They should be the same. If not, there's a mistake. **Do Not Panic!** This can be easily fixed. If they are the same Congratulations! You've successfully balanced your checkbook.

If Things Don't Add Up

- **Take a short break** to clear your head.
- **Start by re-verifying** your outstanding items.
- **What's the difference?** Is your checkbook balance higher or lower than your statement? Subtract the smaller figure from the larger one to get the difference. Now...
 - **Divide the difference by 9.** If 9 goes in evenly (that is, with nothing left over), the problem is transposed numbers. For example, \$258 was recorded as \$285. Look over your receipts and canceled checks and double-check your amounts.
 - **Divide the difference by 2.** If the answer you get is a "normal" dollars-and-cents amount (i.e., \$7.19 rather than \$15.125), look for that amount in your register---it was added instead of subtracted, or vice versa.

Still Doesn't Balance?

Well, you've tried hard and made every effort. Now it's time to ask for help. Call or come by one of our branches. You will need to bring in your current credit union statement and your checkbook register. Every effort will be made to assist you with balancing, and next time it will be easier.

Eight Simple Steps for Balancing your Checkbook



Balancing Made Simple.

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Do You Fit in One of these Categories?

A) **Nice try, but...** - You try to balance your checkbook using pencil and paper, but find it frustrating and have difficulty making the numbers agree.

B) **See No Evil** - You avoid the frustration altogether by ① Ignoring your monthly statement altogether, ② Using the credit union's balance, or ③ Keeping an approximation in your head.

This brochure will help simplify the balancing process and hopefully reduce the anxiety level when your credit union statement arrives.

How Your Statement Works

Seldom will your credit union statement and checkbook register agree. But, that is no reason to panic. It's merely a matter of timing.

Your statement lists the transactions that have been credited to or debited from your account during the statement period. The statement period is typically the beginning of each month to the end of each month and is found in the upper right-hand corner of the first page of your statement.

Once your statement has closed, it will take a few days for the information to be printed and for it to arrive in the mail. Meanwhile, you are continuing to write checks, make ATM withdrawals and/or deposits, and hopefully, keeping track of these transactions in your checkbook register.

Remember, it may also take a few days for your checks, ATM/debit card transactions, and/or deposit transactions to be recorded in your account.

Record, Balance, Repeat

Recording each transaction in your checkbook register and adding or subtracting it from the balance is the first step to simplifying the balancing act. It's important to record the transaction **at the time** you actually write the check, make a withdrawal, or make a deposit.

By recording the transactions and balancing your account total in your checkbook register, you'll get a clearer picture of your spending habits and know exactly how much money you have. And, if for some reason you detect a problem, the sooner you can correct it, the better.

The Balancing Act

Balancing your checkbook each month within a day or two of receiving your statement will not only reduce your stress level, it will lessen the amount of time it takes to complete the task.

On the back of your monthly statement is a handy form to help you balance. Use it along with the following steps to make balancing a snap.

Before you begin, gather the following:

- Your last two credit union statements
- Your checkbook and register
- Any ATM and/or debit card receipts that you did not record in your checkbook register
- A pencil
- A calculator



Eight Steps to Balancing

① Record Any Interest/Credits

If you have an interest bearing checking account, add the interest earned as shown on your statement to your checkbook register balance.

Be sure to record any other credit amounts listed on your statement that are not reflected in your checkbook register.

② Record Service Fees, Etc.

In your checkbook register, record any fees that have been subtracted from your account, as shown on your statement. These charges may include:

- Monthly services fees
- ATM transaction fees
- Non-sufficient funds fees

Subtract these charges from your register balance.

Last Checkbook Balance	_____
ADD (+) Interest or Other credits from Statement	_____
Subtotal	_____
MINUS (-) Service fees from Statement	_____
“New” Checkbook Balance	_____

③ Verify Deposit Amounts

Look at your latest statement and verify that all deposits listed match the deposit amounts listed in your checkbook register.

Make a list of any deposits that are listed in your register but do not appear on your statement. Add these together. **Tip:** Use the worksheet on the back of your statement.

Date	Outstanding Deposits	Amount
Total		

④ Match All Check Entries

Match the entries in your register with the transactions listed on your credit union statement. Compare check numbers, dates, and dollar amounts on all checks written. If these items match, place a check “✓” mark next to the transaction in both your register and on the credit union statement.

If they don't match, circle the item in both places so that you can come back to fix the error once all of the transactions have been checked off.

Go to the next page >>>>