

---

*Steps to Reconcile Your Checking or Savings Account to Your Monthly Bank Statement*

---

1. Add the interest earned for the month, if any, to your register balance.
2. Subtract the service fee for the month, if any, from your register balance.
3. Total all the uncleared deposits.
4. Total all the uncleared withdrawals.
5. Add the total of uncleared deposits to the Ending Balance on the Bank Statement.
6. Subtract the total of uncleared withdrawals from your answer in Number 5.
7. Compare the answer to Number 6 to your register balance. They should be the same.