

How to balance your Bank of America account

First, start with your account register/checkbook:

- 1. List your account register/checkbook balance here \$
- 2. Subtract any service charges or other deductions not previously recorded that are listed on this statement \$
- 3. Add any credits not previously recorded that are listed on this statement (for example interest) \$
- 4. This is your NEW ACCOUNT REGISTER BALANCE \$

Now, with your account statement:

- 1. List your statement ending balance here \$
- 2. Add any deposits not shown on this statement \$
- SUBTOTAL \$
- 3. List and total all outstanding checks, ATM, check card and other electronic withdrawals
- 4. TOTAL OF OUTSTANDING checks, ATM, check card and other electronic withdrawals \$
- 5. Subtract total outstanding checks, ATM, check card and other electronic withdrawals from subtotal
- This balance should match your new account register balance \$

Upon receipt of your statement, differences, if any, should be reported to the bank promptly in writing and in accordance with provisions in your deposit agreement.