

How to use a Checkbook Register

Number	Date	Transaction	Withdrawal	√	Deposit	\$		

Every time there is activity in your bank account (deposit, withdrawal, check payment) you need to record the activity so that you know how much money is in your account at all times.

When you open your account, you generally put some money into the account so the first thing you should do in your register is to record your opening balance. This can be recorded as a deposit. Fill in the date in the provided column and then the amount in the deposit column. On the right hand side is where you will keep a running balance of your account.

You will record all deposits the same way though you may also want to track where the money came from. You can use the transaction space to do so – write in paycheck, money from grandma, babysitting money.

You will do the same thing anytime you make a withdrawal. Record the date, write what you are making the withdrawal for, record the amount in the withdrawal column, and write your new balance on the far right.

When you write a check, use the column on the far left to record the check number and follow the same procedure. By doing this, you will always know how much money you have in your account. Remember to record any miscellaneous bank transactions that affect your balance as well. When you get your bank statement it will show you any bank fees you have incurred and any interest you may have earned. Record these in your register as well to keep your balance accurate.

