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.