

# CHECK REGISTER

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

①	②	③	④	⑤	⑥	⑦	⑧
DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	DEPOSIT/CREDIT (+)	√ T	FEE (IF ANY)	BALANCE
							\$ 204.00
9/03	301	Gas 'N' Go	\$15.78	\$		\$	15 78
		Gas					188 22

1. **Date**—The date the check was written or the day the transaction was made.
2. **Number**—The number of the written check. If a debit card or ATM was used, write DC or ATM.
3. **Description of Transaction**—The person/business the check was written to or where the ATM/debit card was used. The gray line can be used to write the memo for budgeting purposes.
4. **Payment/Debit(-)**—The amount of the transaction; deducted from the balance.
5. **Deposit/Credit(+)**—The amount of the transaction; added to the balance.
6. **√ T**—A box used to track whether the check has cleared on the monthly bank statement when reconciling at the end of each month.
7. **Fee (if any)**—Any extra fees charged to the account; listed on the bank statement.
8. **Balance**—The balance, which is a running total, calculated by adding or subtracting each transaction; keep this updated.

\*\*\*REMEMBER\*\*\*

Every time a check is written or a transaction is made,  
enter it into the check register!

