FF&M Bank

How to use this form:
To complete the form on-line, enter information into green boxes then print. The form may also be printed and completed manually.

Print Reset Form

HOW TO BALANCE YOUR ACCOUNT

1. You should have added into your register:
   - Loan advances
   - Credit memos
   - Other automatic deposit
   - Interest

   You should have subtracted from your register:
   - Automatic loan payments
   - Automatic savings transfers
   - Service charges
   - Debit memos
   - Other automatic deductions and payments

2. Place a check mark in your register after each check that is listed on your statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form at the right.
5. The final "balance" in the form to the right should agree with your check register balance.

   If it does not balance, read "HINTS FOR FINDING DIFFERENCES" below.

HINTS FOR FINDING DIFFERENCES

- Recheck all additions and subtractions or corrections in your check register.
- Verify the carryover balance from page to page in your check register.
- Make sure you have subtracted the service or miscellaneous charge(s) from your check register balance.
- Make sure the amount of each check or deposit in your register matches amount as listed on your bank statement.

Contact your bank if you need additional assistance.

NEW BALANCE ENTER ENDING BALANCE ON BANK STATEMENT	
ADD DEPOSITS MADE SINCE ENDING DATE ON STATEMENT	
SUBTOTAL	$0.00
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS	

NUMBER	AMOUNT

TOTAL CHECKS NOT LISTED →	$0.00
Subtract total checks not Listed from subtotal Above **BALANCE**	$0.00
This should agree with your check register balance.	