

## Check Register

Record each time you put money into your account, write a check, or take money out of your account.

1 Check Number	2 Date	3 Description of Transaction	4 Payment/ Debit (-)	5 Fee	6 Deposit/ Credit (+)	7 Balance

1. **Check Number:** If you are writing a check, record the check number in this column. Otherwise, leave it blank.
2. **Date:** Record the date you wrote a check, made a deposit, took money out (made a withdrawal), or were charged a service fee.
3. **Description of Transaction:** Record items such reason for the deposit, or the location of the withdrawal (such as ATM or debit card).
4. **Payment/Debit (-):** Record the dollar amount of checks written, ATM withdrawals, or debit card transactions.
5. **Fee:** Record any fees charged, such as a monthly maintenance fee or an ATM fee.
6. **Deposit/Credit (+):** Record any deposits or credits made to your account.
7. **\$ Balance:** Add any deposits or credits and subtract any fees, payments or other debits from wrote the check account.