Understanding Your Bank Statement

(2)

Account # 123456789

(3)

Date Range: Jan.1, 2013 – Jan. 31, 2013

✓ANY Bank

(1)

979 Main St.
Anywhere, FL 54322
(888) 555-1919

(4)

John Doe
456 Elm Street
Somewhere, FL 54321

Activity Summary

Beginning balance:	$527.63
Deposits:	$125.00 **(5)**
Withdrawals:	$330.75
Ending balance:	$321.88

(6)

Transaction History

Date	Check #	Description	Deposit	Withdrawal
Jan 1		Check Card Purchase: Burger Hut	**(9)**	$5.37
Jan 1 **(7)**	1005	Rent **(8)**		$250.00
Jan 5		Paycheck	$50.00	
Jan 14	1006	Gas/Electric Bill		**(10)**
Jan 19		Paycheck	$75.00	$25.15
Jan 22		Check Card Purchase: Bar and Grill		$17.25
Jan 29		Check Card Purchase: MegaMart		$32.98

(11)

Summary of Checks

Number	Date	Amount
1005 **(12)**	Jan 1	$250.00
1006	Jan 14	$25.15

Parts of a Bank Statement:

1. Name and address of your financial institution
2. Account number in which the transactions occurred
3. Period of time covered in this statement
4. Account holder's name and address
5. Summary of deposits, withdrawals and account balance
6. Detailed list of transactions
7. Date each transaction took place
8. Description of each transaction
9. List of deposits
10. List of withdrawals
11. Summary of checks cashed
12. Detail of each check processed including the check number, date and amount

How to use:

- Compare bank statement with your records
- Note which checks have cleared the bank
- Contact the bank if you find discrepancies