



Checkbook Balancing Worksheet

Use this worksheet to assist you in balancing your checkbook. Refer to your checkbook register and account statement to complete the steps below.

Step 1: List all deposits and credits that do not appear on your statement.

Date	Amount
Total \$	

Step 2: List outstanding checks, withdrawals, and other debits that do not appear on your statement.

Date	Amount
Total \$	

Your statement's ending balance	\$	
Add deposits/credits not yet credited on your statement (total Step 1) +	\$	
Subtotal =	\$	
Subtract checks/other debits not listed on your statement (total Step 2) -	\$	
YOUR CURRENT CHECKBOOK BALANCE =	\$	

Schwab Bank provides this worksheet for your personal use. Please do not return it to Schwab Bank.

Questions?

- Call 1-888-403-9000.
- For Schwab Bank High Yield Investor Checking® accounts, visit www.schwab.com.
- Mail written inquiries to Charles Schwab Bank, P.O. Box 52083, Phoenix, AZ 85072-2083.

Important Information

In case of suspected errors or questions about your electronic funds transfers: Call 1-888-403-9000 or write to us at the address above if you think your statement or receipt is wrong, or if you need more information about a transfer on a statement or receipt. We must hear from you no later than 60 days after we sent you the *first* statement on which the error or problem appeared.

1. Provide your name and account number.
2. Describe the error or transfer in question. Explain as clearly as possible why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error so that you will have the use of the money while we complete our investigation.