



# RECORDING A BANK SERVICE CHARGE ON A CHECK STUB

NO. 14                    \$ \_\_\_\_\_  
Date \_\_\_\_\_ 20\_\_\_\_  
To \_\_\_\_\_  
For \_\_\_\_\_

BAL. BRO'T. FOR'D. ....		4,782	00
AMT. DEPOSITED ...	8   31 -- Date	190	00
SUBTOTAL .....		4,972	00
OTHER:			
<b>1</b> <u>Service Charge 8.00</u>			
		8	00
<b>2</b> SUBTOTAL: .....		4,964	00
AMT. THIS CHECK .....			
BAL. CAR'D. FOR'D. ....			

**3**

1. Write *Service Charge \$8.00* on the check stub under the heading "Other."
2. Write the amount of the service charge in the amount column.
3. Calculate and record the new subtotal on the Subtotal line.