



## Account Balance Worksheet

Use this worksheet to balance your checkbook register beginning with the current account balance shown on your most recent bank statement. (You can use an Interim Statement, if available.)

After you have completed this worksheet and set up you new checking account you will no longer use your old checking account. All outstanding transactions (those you conducted before you closed your old account) must be cleared before the account is closed.

1. Your current balance on your old checking statement. \$ \_\_\_\_\_

2. List deposits you made that are not on your statement.

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
		+ \$ _____

3. Subtotal by adding Steps 1 and 2. = \$ \_\_\_\_\_

4. List outstanding checks, transfers, withdrawals, debit card purchases, ATM withdrawals, automatic debits, bill pay transactions, and any other fees that do not appear on your statement.

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
		- \$ _____
		Total of Step 4

5. Subtract Step 4 from Step 3.  
This amount should match your checkbook register. = \$ \_\_\_\_\_

When these balances agree, the remaining balance in your old account should be available for transfer to your new account. Remember to allow for any fees for your final statement.