STEP 2

ACCOUNT BALANCE WORKSHEET

Use the worksheet below to balance your checkbook register beginning with the current checking account balance shown on your most recent bank statement.

After you have completed this worksheet and set up your new account, you no longer need to use your old checking account. Note: All pending transactions must be cleared before the account is closed.

1. Your current balance on your current checking statement $_____
   Current Statement Balance

2. List deposits that do not appear on your statement

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____

+ $_____
Total Step 2

3. Subtotal by adding Steps 1 and 2 = $_____
   Totals Step 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. - $_____
   Total Step 2

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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