

Account Balance Worksheet



Use the worksheet 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 checking account, you should no longer 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

= \$ _____
Total 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 4

5. Subtract Step 4 from Step 3.

This amount should match your checkbook register balance.

= \$ _____

Retain this worksheet for your records.