

## Account Balance Worksheet

Complete this form to figure out what's available in your old checking account to deposit into your new Tompkins Trust Company account.

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form. This worksheet will help you know what's available in your old checking account to deposit into your new Tompkins Trust Company account.

**1. Enter your account balance shown on your checking statement.** \$ \_\_\_\_\_  
Last statement balance

**2. Enter deposits that do not appear on your statement.** + \$ \_\_\_\_\_  
Total Deposits  
Include deposit earned and deposits made through ATMs and direct deposits.

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**3. Subtotal by adding steps 1 and 2** = \$ \_\_\_\_\_  
Last balance = Deposits

**4. Enter outstanding checks, transfers or withdrawals not appearing on your statement.** - \$ \_\_\_\_\_  
Total Outstanding Debts  
Include any debit card purchases, ATM withdrawals, automated payments and fees.

<i>Date / Ck#</i>	<i>Amount</i>	<i>Date / Ck#</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. Subtract step 4 from step 3.** = \$ \_\_\_\_\_  
Checking Account Balance  
**This should match your checkbook register balance.**

Retain this worksheet for your records.