

Account Balance Worksheet

Use the 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 Southern Bank account.

1. Enter your account balance shown on your checking statement.

\$ _____
Last statement balance

2. Enter deposits that do not appear on your statement.

Include interest earned and deposits made through ATMs and direct deposits.

Date Amount Date Amount Date Amount

+\$ _____
Total Deposits

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Subtotal by adding steps 1 and 2.

=\$ _____
Last balance + deposits

4. Enter outstanding checks, transfers, or withdrawals not appearing on your statement.

Date/Check # Amount Date/Check # Amount Date/Check# Amount

-\$ _____
Total outstanding debits

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. Subtract step 4 from step 3. This should match your checkbook register balance.

=\$ _____
Checking account balance

Print and retain this worksheet for your records.

