

## 4 Account Balance Worksheet

You will need your checkbook register and your most recent bank statement to complete this worksheet. Should you need additional space, use the back of this form or a separate sheet of paper. It is important to be as accurate as possible with this worksheet as it will assist you in knowing what is available in your old checking account and what you have available to deposit in your new [Cabarrus Bank & Trust](#) account.

1. Write your account balance shown on your checking account statement. \$ \_\_\_\_\_  
(Last statement balance)
  
2. List deposits that do not appear on your statement.  
Include interest, earned deposits made through ATM's and direct deposits  

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

+\$ \_\_\_\_\_  
(Total Deposits)
  
3. Add steps 1 and 2 together. =\$ \_\_\_\_\_  
(Total balance + deposits)
  
4. Write down any outstanding checks, transfers, or withdrawals not appearing on Statement.  

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

-\$ \_\_\_\_\_  
(Total outstanding debits)
  
5. Subtract the amount on step 4 from step 3. This should match your checkbook register balance. =\$ \_\_\_\_\_  
(Checking account balance)