

# 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.  
+\$ \_\_\_\_\_  
*Total Deposits*

| Date  | Amount | Date  | Amount | Date  | Amount |
|-------|--------|-------|--------|-------|--------|
| _____ | _____  | _____ | _____  | _____ | _____  |
| _____ | _____  | _____ | _____  | _____ | _____  |
| _____ | _____  | _____ | _____  | _____ | _____  |

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 debits*

| Date/Check # | Amount | Date/Check # | Amount | Date/Check# | Amount |
|--------------|--------|--------------|--------|-------------|--------|
| _____        | _____  | _____        | _____  | _____       | _____  |
| _____        | _____  | _____        | _____  | _____       | _____  |
| _____        | _____  | _____        | _____  | _____       | _____  |

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.

