

WORKSHEET TO BALANCE YOUR OLD ACCOUNT

Use the worksheet below to balance your checkbook register using your most recent bank statement from your previous bank. If necessary, call your old bank to double-check your figures.

1. Current balance on your checking statement	\$ _____
2. Deposits that do not appear on your statement (include interest earned, ATM deposits, online transfers and direct deposits)	+\$ _____
	+\$ _____
	+\$ _____
	+\$ _____
	+\$ _____
3. Subtotal by adding steps 1 and 2 =	\$ _____
4. Outstanding checks, transfers, withdrawals that do not appear on your statement (include online transactions, debit card and ATM transactions, automatic debits, fees)	-\$ _____
	-\$ _____
	-\$ _____
	-\$ _____
	-\$ _____
5. Subtract step 4 from step 3 – this should match your checkbook register balance.	=\$ _____

Account Activity Checklist

Use this checklist to ensure all account activity is considered when closing your old account and moving your deposit and debit activity to your new American Lake Credit Union account.

Automatic Deposits:

- Government deposits
- Brokerage deposits such as dividend and interest payments
- Transfers from other bank accounts

Automatic Payments:

- Utility payments
- Internet Service Provider
- Insurance payments

- Loan payments
- Brokerage investments
- Account transfers to other banks