

# Account Balance Worksheet/ Checklist



@ your service

Complete this form to figure out what's available in your old checking account to deposit into your new United 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.**

Include any debit card purchases, ATM withdrawals, automated payments and fees.

- \$ \_\_\_\_\_  
Total Outstanding Debits

Date / Ck#	Amount	Date / Ck#	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

= \$ \_\_\_\_\_  
Checking Account Balance

Use this handy checklist.

## Checklist

- Make sure all checks have cleared on your account.
- Make certain enough funds are available to cover any automatic payments that have not yet cleared your account.
- Send written notice to your direct deposit vendors using the **Direct Deposit Authorization Form**.
- Send written notice to your vendors who automatically take payments from your checking account using the **Automatic Payment Switch Form**.
- Send notification of new account information to vendors who you want to continue to generate automatic payments or set up payments through **Smart Touch Online Banking Bill Pay**.
- Send written notice to the financial institution that you are closing your old account using the **Existing Account Closing Form**.