My Valley
My Bank.

Account Balance Worksheet

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement. Try to be as accurate as possible when completing this form. This worksheet will help you determine what is in your old checking account that you will be able to deposit into your new Valley Bank account.

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

$_____
Last Statement Balance

2. Enter deposits that do not appear on your statement.
Be sure to 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 debits not appearing on your statement.
Include any debit card purchases, ATM withdrawals, automated payments and fees.

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