

# ACCOUNT BALANCE WORKSHEET

Now that you are a Bank of Advance customer, it is okay to close your old account. Be as accurate as possible when completing this form.

## Step 1 – Previous Account Balance

Enter your current balance on your account statement.

\$

## Step 2 – Deposits

List the deposits made since your last statement.

Date of Deposit	Amount
Date of Deposit	Amount
Date of Deposit	Amount
Date of Deposit	Amount

Enter the total amount of the deposits.

+\$

## Step 3 – Subtotal

Subtotal by adding steps 1 and 2.

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## Step 4 – Debits

List all outstanding debits, such as checks, transfers, and withdrawals that do not appear on your statement. Include any debit card purchases, ATM withdrawals, automatic debits, and any other fees.

Date of Deposit	Amount
Date of Deposit	Amount
Date of Deposit	Amount
Date of Deposit	Amount

Enter the total amount of the debits.

-\$

## Step 5 – Total

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

=\$

**NOTE:** All pending transactions must be cleared before your old account is closed.