Ruby Valley Bank

Checking Account Reconciliation Worksheet

Start by balancing your existing account. Use the worksheet below to balance your checkbook register with the current checking account balance shown on your most recent bank statement for your old account.

Your current balance on your old checking account statement	$_____
List Deposits that do not appear on your statement (include interest earned, ATM deposits and direct deposits)	+_____ +_____ +_____
Total Current Balance plus deposits that have not yet posted	$_____
List outstanding checks, transfers or withdrawals that do not appear on your statement (include any debit card purchases, ATM withdrawals, automatic debits, and any other fees and bank charges.	-_____ -_____ -_____ -_____ -_____ -_____ -_____ -_____
Total Current Balance Plus Unposted Deposits Less Outstanding Checks. This figure should match your checkbook register for the account you are closing.	$_____