



Established 1888
"Let Us Make the Difference."

Balance Your Account

Use this form to identify outstanding expenses that may still need to clear through your old account. With this form, you will be able to calculate how much money you will need to leave in your old account to cover any outstanding expenses.

Step 1:

Balance on Your Old Account* :		\$
Deposits Not Shown on Your Statement:		
1. / / (DATE)		\$
2. / / (DATE)		\$
3. / / (DATE)		\$
Total Amount When Deposits are Added to Current Balance:		\$

*As it appears on your most current statement

Step 2:

Outstanding Checks, Transfers, Withdrawals, or Automatic Deductions Not Shown on Your Statement		
1. For:	/ / (DATE)	\$
2. For:	/ / (DATE)	\$
3. For:	/ / (DATE)	\$
4. For:	/ / (DATE)	\$
5. For:	/ / (DATE)	\$
6. For:	/ / (DATE)	\$
7. For:	/ / (DATE)	\$
8. For:	/ / (DATE)	\$
9. For:	/ / (DATE)	\$
10. For:	/ / (DATE)	\$
Total Amount When Outstanding Debits are Combined*:		\$

* This is the amount that should be left in your old account.

Step 3:

Enter the Total from Step 1:	\$
Enter the Total from Step 2:	\$
Subtract the Step 2 Total from the Step 1 Total*	\$

*This is the amount that can be transferred to your C US Bank account.