

Checks & Balances

Balance your old account to determine the balance needed to cover outstanding checks, ATM withdrawals, debit card purchases or any other transactions.

Helpful Hints!

Get up-to-date. Use all receipts and your check register to identify items not on your statement.

Remember, don't close your former account immediately. It may take up to two statement cycles for all outstanding items to clear.

For Multiple Accounts. If you have more than one account, please print additional forms as needed.

1. Former bank name: _____ **Account #:** _____

Enter the current balance from your most recent statement: \$ _____

List deposits that do not appear on the statement

Date: ____ / ____ / ____ \$ _____

Date: ____ / ____ / ____ \$ _____

Date: ____ / ____ / ____ \$ _____

Add your current balance and recent deposits together: **1.** \$ _____

2. List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement:

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Add up these outstanding items: **2.** \$ _____

**THIS IS THE AMOUNT YOU SHOULD
LEAVE IN YOUR FORMER ACCOUNT.**

3. Subtract **Amount 2** from **Amount 1**.

Amount from **1** \$ _____

Amount from **2** \$ _____

\$ _____

**THIS IS THE AMOUNT YOU CAN
DEPOSIT INTO YOUR NEW
AMERICAN BANK & TRUST ACCOUNT.**