

Use this work sheet to balance your checkbook with the checking account balance shown on your most recent statement. Be as accurate as possible when completing this form. This worksheet will help you know what's available in your old checking account to deposit into your new Metairie Bank account.

Complete this form to figure out what's in your old checking account to deposit into your new Metairie Bank Account.

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

\$ _____
Last statement balance

2. Enter deposits that do not appear on your statement.
Include interest earned and deposits made through ATM's and Direct Deposits

+\$ _____
Total Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>

3. Subtotal by adding steps 1 and 2.

= \$ _____
Last Balance + Deposits

4. Enter outstanding checks, transfers or withdrawals not appearing on your statement.
Include any debit card purchases, ATM withdrawals, automated payments and fees.

- \$ _____
Total Outstanding Debits

<i>Date / Ck#</i>	<i>Amount</i>	<i>Date / Ck#</i>	<i>Amount</i>

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

= \$ _____
Checking Account Balance

Print and retain this worksheet for your records.