

# Worksheet to Balance Your Old Account

Use the worksheet below to balance your checkbook register using your most recent bank statement from your previous bank. If necessary, call your old bank to double-check your figures.

1. Current balance on your checking statement	\$ _____
2. Deposits that do not appear on your statement (include interest earned, ATM deposits, online transfers and direct deposits)	+ \$ _____
	+ \$ _____
	+ \$ _____
	+ \$ _____
	+ \$ _____
3. Subtotal by adding steps 1 and 2 =	\$ _____
4. Outstanding checks, transfers, withdrawals that do not appear on your statement (include online transactions, debit card and ATM transactions, automatic debits, fees)	- \$ _____
	- \$ _____
	- \$ _____
	- \$ _____
	- \$ _____
	- \$ _____
	- \$ _____
5. Subtract step 4 from step 3 – this should match your checkbook register balance.	= \$ _____

## Account Activity Checklist

Use this checklist to ensure all account activity is considered when closing your old account and moving your deposit and debit activity to your new account at The Ottoville Bank Company.

### Automatic Deposits:

- Government deposits
- Brokerage deposits such as dividend and interest payments
- Transfers from other bank accounts

### Automatic Payments:

- |  |   |
|--|---|
| <input type="checkbox"/> Utility payments          | <input type="checkbox"/> Loan payments                    |
| <input type="checkbox"/> Internet Service Provider | <input type="checkbox"/> Brokerage investments            |
| <input type="checkbox"/> Insurance payments        | <input type="checkbox"/> Account transfers to other banks |