



CHECKING ACCOUNT RECONCILIATION WORKSHEET

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form. This worksheet will help you calculate what is available in your old checking account to deposit into your new Federal Trust Bank account.

Step 1 - Enter your account balance shown on your most recent checking statement

Step 2 - Enter deposits that do not appear on your statement.

DATE	DEPOSIT	DATE	DEPOSIT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total the amounts and enter on this line.

Step 3 - Add the amounts from Steps 1 and 2

Step 4 - Enter outstanding checks, transfers or withdrawals not appearing on your statement. (Be sure to include any debit card purchases, ATM withdrawals and automated payments or fees.)

DATE/CHECK#	AMOUNT	DATE/CHECK#	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total the amounts and enter on this line.

Step 5 - Subtract step 4 from Step 3. This should match your checkbook register balance, and should be the amount you can safely deposit into your new Federal Trust Bank account.
