



Checking Account Worksheet

Calculate Your Current Balance, Pending Transactions & Amount To Transfer

What is the balance in your checkbook? \$ _____ (A)

What checks have not cleared? What debit card transactions have not posted? What ATM withdrawals have not posted?

Check # \$ Amount Merchant \$ Amount Date \$ Amount

TOTAL _____	(B)	TOTAL _____	(C)	TOTAL _____	(D)

Add the TOTALS of (B) + (C) + (D) = (E) \$ _____ (E)

Subtract (E) from (A) to get your CURRENT BALANCE = (F) CURRENT BALANCE \$ _____ (F)

Now list your Automatic Deductions, calculate total Pending Items, Current Balance and Amount to be Transferred on the next page.

List Your Direct Deposits

Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____
Type/Company _____	Account # _____	Frequency _____

Note: Complete A through F to determine amount to transfer. Make sure to list all pending Direct Deposits and Automatic Deductions. Retain copy of both pages in member file.