

Account Balance WORKSHEET

Use this form to help you balance your account before closing.

Beginning with the account balance shown on your most recent statement, balance your existing account.

Step 1:

Balance from your most recent bank statement.

\$

Step 2:

List deposits since statement closing date.

Date

Description

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Deposits

\$

Step 3:

List all checks, debit card purchases, ATM withdrawals, automatic debits and bank fees since your last statement.

Date

Description

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Debits

\$

Step 4:

Total any automatic debits you have scheduled for the next 10 business days including bank service charges.

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Step 5:

Add Step 1 and 2 then subtract 3 and 4. This is the amount you need to remain in the account.

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Step 6:

Excess funds to be transferred to new account.

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New Account CHECKLIST

A simple and stress-free way
to make the switch to your new
checking account.

Current Account Information:

Account Number: _____

Routing Number: 065204980

Important Contact Information:

Phone: _____

Email: _____

Customer Service: 800.668.2264

24 Hour Banking Number: 866.638.2332

Set Up Your New Account:

Deposit funds into new account

Enroll in Online Banking:

Username: _____

Add bill pay (need payee names, addresses, and account numbers)

Enroll in E-Statements

Complete Direct Deposit Form

Close previous checking account:

Stop automatic payments (e.g., PayPal, Amazon, Other)

Change Direct Deposits (e.g., Pay checks, Social Security, etc.)

Verify transactions that have cleared

Set up additional access:

Activate debit card

Download mobile app to your device

Set up Online Banking

Set up Apple Pay or Samsung

Order checks

Additional Recommendations:

Schedule deposit review
Appointment time: _____

Schedule loan account review
Appointment time: _____

Schedule account review
Appointment time: _____

Rent safe deposit box

Other: _____

Find banking center locations:
www.guaranty-bnk.com/our-locations

Questions? Call 800.668.2264