



## **Switching Your Account Reconciliation Form**

To switch your account to IBA, start by balancing your existing account. Use the worksheet below to balance your checkbook register with the ending checking account balance shown on your most recent bank statement for your existing account.

Write your ending balance from your existing account statement here:	\$ _____
List Deposits that do not appear on your statement (include interest earned, ATM deposits and direct deposits) here:	+ _____
Description:	_____
Description:	+ _____
Description:	+ _____
Total Ending Balance plus unposted Deposits:	\$ _____

List Outstanding Debits (checks, transfers, automatic withdrawals, debit card purchases, ATM withdrawals, and bank fees that have not posted, and therefore do not appear on your statement) here: (make sure you have recorded them in your register)	
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Description:	- _____
Total Ending Balance plus Unposted Deposits Less Outstanding Debits: This figure should match your checkbook register for the account you are closing.	\$ _____