

Reconciling Your Checking Account



Steps to Reconcile Your Old Account

1. Get your current balance.
2. Stop using your debit card and writing checks.
3. Subtract any outstanding checks not yet cleared.
4. Subtract any pending transactions not yet posted.
5. Subtract any automatic withdrawals that will be deducted before the switch.
6. Add any direct deposits that will still go into this account before the switch.
7. Factor in any other items not yet accounted for.

Please Remember

- Make sure you keep enough money in your old account to cover any final payments or deductions.
- Keep your old account open until all deposits and deductions have been switched to your Homebase Credit Union account.

Questions?

Homebase Credit Union
Member Services:
(804) 452-0736
(800) 782-7599

Balance as of today: \$ _____

Automatic Withdrawals still scheduled:

For:	Date:	
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____

Debit card transactions not yet posted:

From:	Date:	
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____

Other transactions not yet posted (i.e. fees, service charges):

From:	Date:	
_____	_____	-\$ _____
_____	_____	-\$ _____

Outstanding checks not yet cleared:

To:	Date:	
_____	_____	-\$ _____
_____	_____	-\$ _____
_____	_____	-\$ _____

Subtotal: \$ _____

Direct Deposits not yet posted:

From:	Date:	
_____	_____	+\$ _____
_____	_____	+\$ _____
_____	_____	+\$ _____

Other credits or deposits not yet posted:

From:	Date:	
_____	_____	+\$ _____
_____	_____	+\$ _____

Total: \$ _____

Final amount to transfer to Homebase CU account: = \$ _____