



P.O. BOX 6048
 DEARBORN, MICHIGAN 48121
 PH 888.336.2700
 dfcufinancial.com

Balance Your Business Account

Use this form to identify outstanding expenses that may still need to clear through your previous business account.

With this form, you will be able to calculate how much money you will need to leave in your old business account to cover any outstanding expenses.

STEP 1

Balance as it appears on your most recent statement		\$
Deposits Not Shown on your Statement		
1.	Date	\$
2.	Date	\$
3.	Date	\$
4.	Date	\$
5.	Date	\$
Total Amount When Deposits are Added to Current Balance =		\$

STEP 2

Outstanding Checks, Transfers, Withdrawals, Debit Card Transactions or Automatic Deductions Not Shown on Your Statement		
1.	Date	\$
2.	Date	\$
3.	Date	\$
4.	Date	\$
5.	Date	\$
6.	Date	\$
7.	Date	\$
8.	Date	\$
9.	Date	\$
10.	Date	\$
Total Amount When Outstanding Debits are Combined*		\$

* This is the amount that should be left in your old account.

STEP 3

Enter the Total from Step 1:	\$
Enter the Total from Step 2:	\$
Subtract the Step 2 Total from the Step 1 Total*	\$

*This is the amount that can be transferred to your DFCU Financial account.