

Sample Editable Bank Statement

For Expense Documentation

Account Holder Name: John Doe
Bank Name: ABC National Bank
Account Number: 1234567890
Statement Period: 01 Jan 2024 – 31 Jan 2024
Branch: Downtown Branch

Transaction Summary

Date	Description	Reference	Withdrawals (Debit)	Deposits (Credit)	Balance
02 Jan 2024	Office Supplies Purchase	TXN24580	120.00		4,880.00
05 Jan 2024	Client Payment Received	TXN24581		2,500.00	7,380.00
10 Jan 2024	Travel Expense	TXN24592	350.00		7,030.00
19 Jan 2024	Project Materials	TXN24605	450.00		6,580.00
29 Jan 2024	Payment from Vendor	TXN24628		600.00	7,180.00

Closing Balance

Balance as of 31 Jan 2024: **7,180.00**

Important Notes

- This template is intended for documentation and record-keeping purposes only.
- Ensure all transaction details are accurate and supported by receipts or invoices where applicable.
- Falsifying bank statement information is illegal and subject to penalties.
- Always keep official copies from your bank for verification.