

# Bank Statement (Excel Template Format)

Account Holder Name:	John Doe	Account Number:	1234 5678 9012
Bank Name:	ABC Bank	Branch:	Main City Branch
Statement Period:	01/02/2024 - 29/02/2024	Currency:	USD

DATE	DESCRIPTION	REFERENCE	DEBIT (Â€“)	CREDIT (+)	BALANCE
01/02/2024	Opening Balance	---			5,000.00
03/02/2024	ATM Withdrawal	ATM-7891	200.00		4,800.00
05/02/2024	Salary Credit	SAL-4562		2,000.00	6,800.00
14/02/2024	Utility Bill Payment	UBILL-3341	150.00		6,650.00
21/02/2024	Online Purchase	ONP-9322	400.00		6,250.00
28/02/2024	Interest Credit	INT-0092		10.00	6,260.00
29/02/2024	Closing Balance	---			6,260.00

**Important Notes:**

- This template is for sample use and should be customized to reflect actual account details and transactions.
- All transactions must include accurate dates, descriptions, and reference numbers for clarity and record-keeping.
- Balances should be checked to ensure they match official bank records.
- This format is commonly used for reconciliations, loan applications, and internal financial reviews.
- For legal or official purposes, always request a certified bank statement from your bank.