Share Draft Reconciliation Form

This form is provided to assist you in balancing your Draft Account.

List Drafts Outstanding not charged to your Draft Account					
Draft Number	Amount		Draft Number	Amount	
Total Drafts Outstanding				$	

>>>>>

Period Ending

Day Month Year

1.	Subtract from your Draft Register any charges listed on your Draft Statement which your have not previously deducted from your balance. Also add any dividend.		
2.	Enter Draft Balance shown on your Statement here.	$	
3.	Enter deposits made + later than the ending + date of your Statement. +	$ $ $	
	Total (2 plus 3)	$	
4.	In your Draft Register, check off all Drafts paid and, in the area provided at left, list share draft numbers and amounts of all Unpaid Drafts.		
5.	Subtract Total Drafts Outstanding. -	$	
6.	This amount should equal your Draft Register balance.	$	

If you do not balance:

1. Verify additions and subtractions - above and in your Draft Register.
2. Compare the dollar amounts of Drafts listed on your Statement with the Draft amounts listed in your Draft Register.
3. Compare the dollar amounts of Deposits listed on your Statement with the Deposit amounts recorded in your Draft Register.