SHARE DRAFT RECONCILEMENT • • • THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR DRAFT ACCOUNT

DRAFT NUMBER	AMOUNT	DRAFT NUMBER	AMOUNT
	TOTAL ➡		

PERIOD ENDING

1. SUBTRACT FROM YOUR DRAFT REGISTER ANY CHARGES LISTED ON THIS DRAFT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE, ALSO ADD ANY DIVIDEND.

2.	ENTER DRAFT BALANCE SHOWN ON THIS STATEMENT HERE		$
3.	ENTER DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT	+	$
		+	$
		+	$
	TOTAL (2 PLUS 3)		$
4.	IN YOUR DRAFT REGISTER CHECK OFF ALL DRAFTS PAID AND IN AREA PROVIDED AT LEFT LIST NUMBERS & AMOUNTS OF ALL UNPAID DRAFTS		
5.	SUBTRACT TOTAL DRAFTS OUTSTANDING	–	$
6.	THIS AMOUNT SHOULD EQUAL YOUR DRAFT REGISTER BALANCE		$

IF YOU DO NOT BALANCE

VERIFY ADDITIONS AND SUBTRACTIONS – ABOVE AND IN YOUR DRAFT REGISTER

COMPARE THE DOLLAR AMOUNTS OF DRAFTS LISTED ON THIS STATEMENT WITH THE DRAFT AMOUNTS LISTED IN YOUR DRAFT REGISTER

COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR DRAFT REGISTER