

## **RECONCILIATION FORM**

## SHARE DRAFT RECONCILIATION · · · THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR DRAFT ACCOUNT

				CHARGED TO YOUR	DRAFT	ACCOUNT		
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		!			†	1	PER	IOD
		<u> </u>			<u> </u>		1. SUBTRACT FROM YO	OUR
		1			1		1. <u>SUBTRACT</u> FROM YO CHARGES LISTED OI WHICH YOU HAVE NO	OT F
		1			1	1	FROM YOUR BALANC	CE.
		<u> </u>			<u>                                     </u>		2. ENTER DRAFT BALANC SHOWN ON THIS STATEMENT HERE	<i>-</i> ⊏
		<u> </u>				]	STATEWILINI HENE	_
		i			i		3.ENTER DEPOSITS  MADE LATER THAN	
		İ			i –		THE DATE OF THIS STATEMENT	<b>1</b>
		į_			<u> </u>		STATEMENT	
							ТОТА	
		1			1		(2 PLU	S 3)
		<u></u>			<u> </u>		IN YOUR DRAFT REGISTER CHECK OFF ALL DRAFTS PAID AND, IN AREA PROVID AT LEFT LIST NUMBERS AND AMOUNTS ALL UNPAID DRAFTS.	DED OF
		!			ļ		5. SUBTRACT TOTAL	{-
		1			1		DRAFTS OUTSTANDING  6. THIS AMOUNT SHOULD EQU	
		<u> </u>				J	6. THIS AMOUNT SHOULD EQU YOUR DRAFT REGISTER BA	LANCE

IF NOT IN BALANCE

VERIFY ADDITIONS AND SUBTRACTIONS ABOVE AND IN THE DRAFT REGISTER. COMPARE THE DOLLAR AMOUNTS OF DRAFTS LISTED ON THE STATEMENT WITH THE DRAFT AMOUNTS LISTED IN THE DRAFT REGISTER. COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THE STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN THE DRAFT REGISTER