EASY STEPS FOR DRAFT RECONCILIATION

1. On your duplicate draft copy, mark off with a large check (√) each entry that matches a paid draft shown on your draft statement
2. Make sure that other charges or deductions shown on the statement have been subtracted from your draft register balance… and that all deposits (and other credit items, if any) have been added
3. List under the "Drafts Outstanding" all duplicate drafts not showing a large (√). These are drafts you have issued which were not paid by the credit union or previous to the period covered by the statement.
4. Fill in the "Reconcilement Form" to the right. After "proving" your balance, fold statement and file it with the copies of paid drafts for possible future reference.

DRAFTS OUTSTANDING

DATE OR NUMBERS	AMOUNT	
	DOLLARS	CENTS
TOTAL		

RECONCILEMENT FORM

		AMOUNT	
		DOLLARS	CENTS
Enter	(Balance this statement)	$	
Add	Recent Deposits not	+	
	Credited on this statement	+	
		+	
		+	
		+	
		+	
		+	
		+	
Total		$	
Subtract	Drafts Outstanding	-	
Balance	(Your Draft Register Should	$	
	Show this Balance)		

If Your Account Does Not Balance
Please Check The Following Carefully

1. Is the amount of your deposits entered in your draft register correct?
2. Have all drafts been deducted from your draft balance?
3. Have you deducted service charges from your draft register balance?
4. Have you checked all additions or subtractions in your draft register or stub?

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		AMOUNT	
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		+	
		+	
		+	
		+	
		+	
		+	
		+	
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