

Balancing Your Checkbook - Share Draft Reconciliation

Below, list from your check register any outstanding check or other deductions not on your statement.

Draft Number

Amount

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Drafts

\$ _____

Below, list any deposits from your check register not on your statement.

Date

Amount

_____	_____
_____	_____
_____	_____
_____	_____

Total Deposits \$ _____

After you have verified and checked off in your check register each deposit, check or other transaction shown on your statement, complete the shaded areas of this form and complete the calculations below to reconcile your checkbook. Be sure to deduct monthly fees, if applicable, and add any dividends.

1. Enter ending balance shown on your statement.

\$ _____

2. Enter "Total Deposits" listed above.

\$ _____

3. Add totals from #1 and #2 and enter combined amount here.

\$ _____

4. Enter "Total Drafts" listed at left.

\$ _____

5. Subtract #4 from #3 and enter difference here.

*\$ _____

* *This amount should agree with your check register balance.*