	DRAF	T/CHECKII	NG ACCOU	NT RECONCILE	MENT			DATE / /
PLEASE RECONCILE YOUR DRAFT/CHECKING ACCOUNT MONTHLY. RECONCILE THRU THE LAST DRAFT/CHECK, OR DEPOSIT, OR ENTRY WHICH IS SHOWN ON THIS STATEMENT.								
A1. In your Draft/Check register, check off each draft/check or other debit listed on this statement. If you have drafts/checks or entries which are not listed on this statement, list the amount in the Drafts/Checks Outstanding column.								ENTER ENDING BALANCE FROM FRONT OF STATEMENT.
NUMBER	AMOUNT	√ I	NUMBER	AMOUNT	√ ————————————————————————————————————			ADD ANY DEPOSITS MADE IN YOUR DRAFT/CHECK REGISTER AFTER PERIOD CLOSING DATE SHOWN ON FRONT WHICH ARE NOT ON THIS STATEMENT. SUB TOTAL
								SUBTRACT TOTAL OF OUTSTANDING DRAFTS/CHECKS. ACCOUNT BALANCE
						C6.	\$	YOUR REGISTER BALANCE BEFORE DIVIDEND.
						7.	+	ADD DIVIDENDS/DEPOSITS THAT ARE ON THIS STATEMENT BUT YOU HAVE NOT ENTERED ON YOUR REGISTER.
						8.	\$	DEDUCT CHARGES, WITHDRAWALS, FEES, ETC. WHICH ARE ON STATEMENT BUT NOT IN YOUR REGISTER.
						9.	\$	ADJUSTED BOOK BALANCE
TOTAL AMOUNT OUTSTANDING DRAFTS/CHECKS ENTER ON LINE 4						NOTE: LINE 5 AND LINE 9 MUST AGREE		
IMPORTANT! MAKE ENTRIES IN YOUR REGISTER FOR ITEMS LISTED IN LINE 7 AND 8.								