Share Draft Reconcilement Form

SHARE DRAFT RECONCILEMENT

*** THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR DRAFT ACCOUNT ***

PERIOD ENDING: , 20

DRAFT NUMBER	AMOUNT	DRAFT NUMBER	AMOUNT
		TOTAL ⇨	

1. SUBTRACT FROM YOUR DRAFT REGISTER ANY CHARGES LISTED ON YOUR DRAFT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE.

2. ENTER DRAFT BALANCE SHOWN ON YOUR STATEMENT		
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 YOUR STATEMENT WITH THE DRAFT AMOUNTS LISTED ON YOUR DRAFT REGISTER

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

COMPUTATION OF YOUR LOAN BALANCE AND LOAN FINANCE CHARGES

The balance on which the finance charge is computed is the actual unpaid balance each day after credits are subtracted and new advances or other charges are added.

The finance charge is computed when you make a payment. For each day since your last payment the unpaid balance in your account is multiplied by the corresponding daily periodic rate. The sum of these charges is the finance charge you owe on the loan account.