

DEPOSITS OUTSTANDING

DATE	AMOUNT
3. TOTAL	

DRAFTS OUTSTANDING

NUMBER OR DATE	AMOUNT
5. TOTAL	

TO PROVE THE SHARE ACCOUNT BALANCE AS SHOWN ON YOUR STATEMENT:

- GO THROUGH YOUR DRAFT STUBS OR DRAFT REGISTER AND CHECK OFF EACH DEPOSIT OR OTHER CREDIT AMOUNT LISTED ON YOUR STATEMENT. IF YOU HAVE A DEPOSIT OR OTHER CREDIT IN YOUR DRAFT STUBS OR DRAFT REGISTER THAT IS NOT SHOWN ON YOUR STATEMENT, LIST THE AMOUNT IN DEPOSITS OUTSTANDING COLUMN. ALSO LIST ANY DEPOSITS OR OTHER CREDITS STILL OUTSTANDING FROM A PREVIOUS STATEMENT.

TOTAL AND ENTER ON LINE 3.

GO THROUGH YOUR DRAFT STUBS OR DRAFT REGISTER AND CHECK OFF EACH DRAFT OR OTHER DEBIT LISTED ON YOUR STATEMENT. IF YOU HAVE A DRAFT STUB OR DRAFT REGISTER ITEM NOT SHOWN ON YOUR STATEMENT, LIST THE AMOUNT IN DRAFTS OUTSTANDING COLUMN. ALSO LIST ANY DRAFTS OR OTHER DEBITS STILL OUTSTANDING FROM A PREVIOUS STATEMENT.

TOTAL AND ENTER ON LINE 5.

- _____ ENTER NEW BALANCE FROM STATEMENT
 - _____ ADD TOTAL OF DEPOSITS OUTSTANDING. (LINE 3)
 - _____ SUBTOTAL
 - _____ SUBTRACT TOTAL OF DRAFTS OUTSTANDING. (LINE 5)
 - _____ ACCOUNT BALANCE
-
- _____ ENTER DRAFT REGISTER BALANCE.
 - _____ ADD ANY DEPOSITS OR OTHER CREDITS WHICH ARE LISTED ON YOUR STATEMENT BUT ARE **NOT** LISTED IN YOUR DRAFT REGISTER. ALSO ENTER THIS AMOUNT INTO YOUR DRAFT REGISTER AND ADD TO YOUR DRAFT REGISTER BALANCE.
 - _____ SUBTRACT ANY WITHDRAWALS, OR OTHER DEBITS WHICH ARE LISTED ON YOUR STATEMENT BUT ARE **NOT** LISTED IN YOUR DRAFT REGISTER. ALSO ENTER THIS AMOUNT INTO YOUR DRAFT REGISTER AND SUBTRACT FROM YOUR DRAFT REGISTER BALANCE.
 - _____ YOUR DRAFT REGISTER BALANCE SHOULD NOW BE THE SAME AS THE BALANCE IN NUMBER 6. IF THERE IS A DIFFERENCE:
 - REVIEW and CHECK ALL FIGURES USED.
 - REVIEW LAST MONTH'S STATEMENT.
 - CHECK ALL ADDITION AND SUBTRACTION IN YOUR DRAFT REGISTER.

Regular share accounts are not transferrable except on the records of the credit union.