



# Teachers Credit Union

HOW TO BALANCE YOUR SHARE DRAFT ACCOUNT																																																																																																																							
<b>DRAFTS OUTSTANDING</b> (Not Shown on Your Statement)		1. STATEMENT DATE _____																																																																																																																					
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		4. Enter Total From 1. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> Enter Total From 2. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> Total Lines 1 and 2. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> Minus Total From 3. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> Should equal Register Balance <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>																																																																																																																					
<b>SUGGESTIONS</b>																																																																																																																							
<ul style="list-style-type: none"> <li>A. RECONCILE YOUR ACCOUNT IMMEDIATELY</li> <li>B. CHECK OFF DRAFTS THAT HAVE CLEARED</li> <li>C. LIST DRAFTS THAT HAVEN'T CLEARED</li> <li>D. ADD YOUR QUARTERLY DIVIDEND TO YOUR REGISTER</li> <li>E. SUBTRACT ANY SHARE DRAFT FEES FROM YOUR REGISTER</li> <li>F. CHECK ALL ADDITION AND SUBTRACTION</li> </ul>																																																																																																																							
<b>NOTE:</b> PLEASE REPORT ANY DISCREPANCIES TO OUR MEMBER CALL CENTER AT: (574) 284-6247 or (800) 552-4745																																																																																																																							

