name:	date:



# choosing a checking account

name of bank:		
branch information  Branch nearest your home:		
■ Branch nearest your work:		
■ Number of branches:		
number of ATMs:		
bank hours:		
are your funds insured?		
types of accounts:		
fees: ■ Must maintain a minimum dai	ly balance of:	
Must maintain an average daily	balance of:	
■ Monthly maintenance charge:		
interest:  How much interest do you earn	n on your account?	
■ How is it calculated?		
charges:		
checks:	balance inquiries:	
Printing checks	At teller window	<del></del>
Bouncing checks	At ATMs	
Stopping checks	By phone	_
Certifying checks		<del></del>
withdrawals at:	special services:	_
Teller window	Fund transfer by phone	_
Bank-owned ATMs	Pre-authorized bill payment	
Regional network ATMs	Signature guarantee	_
National network ATMs	Bill payment by phone	_
International network ATMs	Check card	_
deposits:		



## keeping a running balance

#### record deposits and keep a running balance in the checkbook register below.

- **1.** On May 26, your balance is \$527.96.
- **2.** On May 27, you write check #107 to your landlord, Mrs.Wilson, for \$226.00.
- **3.** On May 28, you use your check card at Foodland for \$22.52.
- **4.** On June 1, you write a check for \$156.32 to Bank of Illinois for your car payment.
- **5.** On June 1, you realize your check to the Bank of Illinois should have been for \$165.23, so you void the first check and write a new check for \$165.23.
- **6.** On June 2, you write a check to Interstate Phone Service for \$62.77.
- **7.** On June 2, you use your ATM card to withdraw \$20.00.
- **8.** On June 15, your paycheck for \$425.00 is automatically deposited.
- **9.** On June 15, you use your check card at Gifts Plus to buy a \$18.99 birthday present for your mother.
- **10.** On June 15, you write a check for \$246.45 to State Ranch to cover car insurance premium.
- **11.** On June 22, you transfer \$100.00 online from your checking account to your savings account.
- **12.** On June 24, you use your check card at Gas Up to fill up your car. You spend \$12.88.
- **13.** On June 28, you use your ATM card to withdraw \$30.00 from your checking account.

CHECK	DATE	DESCRIPTION	TRANSACTION	DEPOSIT	BALANCE	
NO.			AMOUNT	AMOUNT		
					-	
-				+ +	<del></del>	
					-	
					_	
-						

### keeping a running balance (continued)

ND.	DATE	DESCRIPTION	TRANSACTION	DEPOSIT AMOUNT	BALANCE

# use the check register you just completed to answer the following questions:

- **1.** What was your account balance on May 30?
- **2.** Could you have paid your car insurance payment on June 1 instead of June 15? If not, why?
- **3.** The love of your life has been in a bad mood lately, and you think an expensive present might help. You've found a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 8? What will your account balance be if you do?
- **4.** The hottest new band in town has just released a CD. It costs \$21.99. Can you afford to buy the CD on June 2? What will your account balance be if you do?
- **5.** What was your account balance after you withdrew \$30.00 on June 28?
- **6.** What was the amount of check #111, to whom did you write it, and for what?



## reading a bank statement

# using the bank statement on the next page, answer the following questions:

- **1.** What period does this statement cover?
- **2.** What is the account number of this statement?
- **3.** How many deposits were made and what were the amounts?
- **4.** How many checks cleared and what was the total dollar amount of the checks that cleared?
- **5.** Was there any ATM activity? If so, how many transactions were there, and what was the total amount?
- **6.** Was there any check card activity? If so, how many transactions were there, and what was the total amount?
- **7.** Were there any service charges? If so, what was the total amount?
- **8.** What is the total of all withdrawals (checks, ATM transactions, check card transactions, service charges)?
- **9.** What is the new balance of the account?
- **10.** Did check #182 clear?
- **11.** What was the amount of check #183?
- **12.** Did check #185 clear?
- **13.** What was the amount of check #187?

## reading a bank statement (continued)

Your First Bank STATEMENT FOR

Jane Doe 4 Primrose Lane Anytown, USA

#### THIS STATEMENT COVERS

12/20/07 through 1/18/08

CHECKING ACCOUNT 0471-678	ACCOUNT Total of 3 Deposits For					612.04 1,980.68 + 1,705.25 - 3.50 -	
						883.97 +	
CHECKS AND	CHEC <b>K</b> 181	DATE PAID 12/24	AMOUNT 15.00	CHECK	DATE PAID 12/17	AMOUNT	
OTHER DEBITS	182 183	1/04 12/26	15.00 17.00 217.54	184 *186 187	12/31 1/03	1232.27 54.47 53.97	
	Monthly	Maintenance	Charge		1/18	3.50	
Withdrawal #00281 Withdrawal #02628			ATM #423A		12/24 12/31	40.00 20.00	
		val #08744 at val #02456 Cl			1/15 1/16	20.00 35.00	

DEPOSITS AND		DATE POSTED	AMOUNT
OTHER CREDITS	Transfer from 4039-557 at ATM #423C	12 <i>1</i> 27	1200.00
	Customer Deposit at ATM#423A on 1/12	1/14	521.78
	Direct Deposit from #05323 on 1/17	1/18	258.90

ATM 423A: 2500 Centre Plaza, Anytown, USA LOCATIONS 423C: 2500 Centre Plaza, Anytown, USA USED 430E: 945 Hamilton Ave., Big City, USA

#### THANK YOU FOR BANKING WITH Your First Bank

use the bank statement, check register, and reconciliation worksheet on this and the following page to balance this checkbook.

	THIS STATEMENT 6/20/08 through 7/19				
CHECKING	Previous Statement Balance On 6/19/08			150.67	
ACCOUNT	Total of 1 Deposits For			1200.00 4	
0471-678	Total of 6 Withdrawals For			1246.98 -	
	Total Service Charges			0.00 -	
	New Balance			103.69 4	
CHECKS AND		CHECK	DATE PAID	AMOUNT	
OTHER DEBITS		161	6/21	216.30	
		162	6/26	82.87	
		163	6/29	1000.00	
	ATM Withdrawal #00281 at ATM #423A		6/18	35.00	
	ATM Withdrawal #00476 at ATM #426B	1	6/25	20.00	
	Check Card #00586 Foodland EFT		6/18	55.00	
	Check Card #01275 EZ-Shoppe		6/26	54.11	
DEPOSITS AND			DATE POSTED	AMOUNT	
OTHER CREDITS	Transfer from 4039-557 at ATM #423C		6/23	1200.00	

NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT	366 97
161	64	Sound Out	216 30		216 30
		new tape deck			<b>5</b> 0 67
АГМ	6/18	withsianus)	35.00		35 00
		apersing money			N5 67
OhkCrel	6/18	Check Carel	55 QO		55 OO
		Foodund Groceneo			<i>60 67</i>
АГМ	6/23	deposit		200 00	<b>2</b> 00 00
		transfer from awings		1 7	280 67
162	6/24	Racyle	82 87		82 87
		new dothers			1777 80
АГМ	6/25	withsirawal	20 00		20 00
		movie and pizza			#57 80
163	6/26	Woodland Aptia	1000 00		000 00
		rent for everyone			<b>157</b> 80
Ohk Cred	6/26	Е-Z9happe	54 #		54 #
		grocertes			D3 69
164	7/5	CDPI ace	26 31		26 31
		acet. #7M3406			77 38
165	7/14	Lucaofilm,Ltd	10 00		10 00
		"Monkey Johns" T-shirt			Ø7 38
ΑГМ	7/19	deposit		253 17	253 17
		paycheck			<b>3</b> 20 55

## reconciling an account (continued)

ITEMS OUTSTANDING		enter The New Balance shown	
NUMBER AMOUNT		on your statement	\$
		<b>add</b> Any deposits or transfers listed in your register that are not shown on your statement	\$ \$
		total	+\$
		calculate the subtotal	\$
		Your total outstanding checks and withdrawals	-\$
TOTAL		This amount should be the same as the current balance	nce
TOTAL		in your check register	\$

# use the information on this and the previous page, answer the following questions:

- **1.** What is the new balance shown on the statement?
- **2.** What is the total amount of deposits listed in the check register but not shown on the statement?
- **3.** What is the sum of the new balance and the deposits not shown on the statement?
- **4.** What is the total amount of outstanding checks and withdrawals?
- **5.** What is the ending balance?

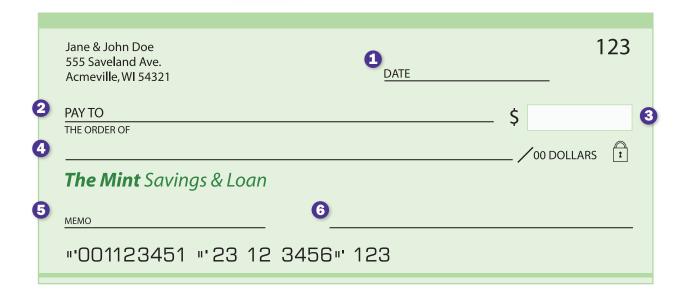
# Writing a **Check**

You are buying for a pair of jeans at The Mart for \$47.83.





Learn how to correctly write the check below by following these **6 simple steps**.



- **1. Enter the date** in the blank in upper right corner. Include the month, the date, and the year. You can write out the date, January 4, 201X or you can use all numbers 01/04/1X.
- Write the name of the person or company you are paying on the **Pay to the order of** blank. Get the spelling right.
- To the right of the Pay to the order of blank is a **blank with a dollar sign**. Using numbers, write the amount in dollars and cents. Be sure to clearly place the decimal point between the dollar numerals and the cents numerals. For example: \$32.15.
- The next line is used to confirm the amount of the check, just in case your handwriting is hard to read on the dollar-sign blank. In clear handwriting, write out the amount using words and fractions. Write out the dollar amount. Then add "and" followed by the cents amount written as a fraction. Put the cents in the numerator's position and 100 in the denominator's position. For example: Thirty-two dollars and 15/100. If you have any room left, draw a line to the end of the blank so no one can add to what you've written on that blank.
- The Memo line in the lower left hand corner is a reminder line. You can write "jeans" on this line, for example. If you write several checks to the same place, like a department store, this line helps you identify which check paid for jeans, which check paid for shoes, and which one bought socks and a sweatshirt. Memo lines help you stay organized.
- The signature line, the line in the lower right corner of the check is where you write, not print, your name. Decide how you are going to sign your name and then sign the same way on all your checks. This is a formal document, so you probably want to sign it Thomas or Amanda rather than Tom or Mandy. Your bank will keep your signature on file as a way to verify your signature on checks and other documents.

#### And you are done!





## **CHECK WRITING PRACTICE**

**<u>Directions:</u>** Write a check to each of the following:

1) Electric Company, \$165.23 2)	Agoura Apartments, \$1,365.7	2 3) Chuck Nola	ınd, \$32.50
Agoura High Student 28545 W. Driver Ave Agoura, CA 91301 PAY TO THE	DATE		101
ORDER OF		\$	
		D	OLLARS
MoneyInstructor.com 1221 Main Street Anywhere, US 10001	Bank		
FOR			
FOR	2 <sup>  *</sup> 0101 <sup>  *</sup>	samtata. Sast la Sat Ves Hast	
Agains High Childont			
Agoura High Student 28545 W. Driver Ave	DATE		101
Agoura, CA 91301	DATE		
PAY TO THE ORDER OF		\$	
SADER OF		4000	
		D	OLLARS
MoneyInstructor.com 1221 Main Street Anywhere, US 10001	Bank		
FOR			
1.748949341. 679386812	2 <sup>  *</sup> 0101 <sup>  *</sup>	98 (665) 1 (669) 97 (666) 98 (75)	90 - 10 SA
Agoura High Student 28545 W. Driver Ave	DATE		101
Agoura, CA 91301	DATE		
PAY TO THE ORDER OF		\$	
ORDER OF		Ф	— iii — — — — — — — — — — — — — — — — —
		D	OLLARS
MoneyInstructor.com 1221 Main Street Anywhere, US 10001	Bank		
FOR	<del></del>	2 200 - 200 W - 100 V - 800 W	
74894934 679386812	2118 0101118		