



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 daily balance of:

■ Must maintain an average daily balance of:

■ Monthly maintenance charge:

interest:

■ How much interest do you earn on your account?

■ How is it calculated?

charges:

checks:

Printing checks

Bouncing checks

Stopping checks

Certifying checks

balance inquiries:

At teller window

At ATMs

By phone

withdrawals at:

Teller window

Bank-owned ATMs

Regional network ATMs

National network ATMs

International network ATMs

special services:

Fund transfer by phone

Pre-authorized bill payment

Signature guarantee

Bill payment by phone

Check card

deposits:



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)



STATEMENT FOR
Jane Doe
4 Primrose Lane
Anytown, USA

THIS STATEMENT COVERS
12/20/07 through 1/18/08

CHECKING ACCOUNT 0471-678	Previous Statement Balance On 12/19/07	612.04
	Total of 3 Deposits For	1,980.68 +
	Total of 10 Withdrawals For	1,705.25 -
	Total Service Charges	3.50 -
	New Balance	883.97 +

CHECKS AND OTHER DEBITS	CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT
	181	12/24	15.00	184	12/17	1232.27
	182	1/04	17.00	*186	12/31	54.47
	183	12/26	217.54	187	1/03	53.97
	Monthly Maintenance Charge				1/18	3.50
	Withdrawal #00281 at ATM #423A				12/24	40.00
	Withdrawal #02628 at ATM #423A				12/31	20.00
	Withdrawal #08744 at ATM #430E				1/15	20.00
	Withdrawal #02456 Check Card				1/16	35.00

DEPOSITS AND OTHER CREDITS		DATE POSTED	AMOUNT
	Transfer from 4039-557 at ATM #423C	12/27	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 LOCATIONS USED
423A: 2500 Centre Plaza, Anytown, USA
423C: 2500 Centre Plaza, Anytown, USA
430E: 945 Hamilton Ave., Big City, USA

THANK YOU FOR BANKING WITH Your First Bank

reconciling an account

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

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

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT AMOUNT	BALANCE
					366.97
161	6/24	Sound Out	216.30		216.30
		new tape deck			80.67
ATM	6/18	withdrawal	35.00		35.00
		spending money			115.67
Chk Card	6/18	Check Card	55.00		55.00
		Foodland Groceries			60.67
ATM	6/23	deposit		1200.00	1200.00
		transfer from savings			1380.67
162	6/24	Racy's	82.87		82.87
		new clothes			1177.80
ATM	6/25	withdrawal	20.00		20.00
		movie and pizza			1157.80
163	6/26	Woodland Apts	1000.00		1000.00
		rent for everyone			157.80
Chk Card	6/26	E-Z Shoppe	54.11		54.11
		groceries			103.69
164	7/5	CD Place	26.31		26.31
		acct. #M3406			77.38
165	7/14	Lucasfilm, Ltd	10.00		10.00
		"Monkey Island" T-shirt			67.38
ATM	7/19	deposit		253.17	253.17
		paycheck			380.55

reconciling an account *(continued)*

ITEMS OUTSTANDING	
NUMBER	AMOUNT
TOTAL	

enter

The **New Balance** shown on your statement \$ _____

add

Any deposits or transfers listed in your register that are not shown on your statement \$ _____
\$ _____
\$ _____

total

+\$ _____

calculate the subtotal

\$ _____

subtract

Your total outstanding checks and withdrawals -\$ _____

calculate the ending balance

This amount should be the same as the current balance 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**.

Jane & John Doe
555 Saveland Ave.
Acmeville, WI 54321

123

1 DATE _____

2 PAY TO _____ \$ _____ 3
THE ORDER OF

4 _____ / 00 DOLLARS

The Mint Savings & Loan

5 MEMO _____ 6 _____

⑈001123451 ⑈ 23 12 3456⑈ 123


- 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

Directions: Write a check to each of the following:

- 1) Electric Company, \$165.23 2) Agoura Apartments, \$1,365.72 3) Chuck Noland, \$32.50

Agoura High Student 28545 W. Driver Ave Agoura, CA 91301	DATE _____	101
PAY TO THE ORDER OF _____	\$ _____	
_____ DOLLARS		
 MoneyInstructor.com Bank 1221 Main Street Anywhere, US 10001		
FOR _____		
⑆74894934⑆	6793868122⑈	0101⑈

Agoura High Student 28545 W. Driver Ave Agoura, CA 91301	DATE _____	101
PAY TO THE ORDER OF _____	\$ _____	
_____ DOLLARS		
 MoneyInstructor.com Bank 1221 Main Street Anywhere, US 10001		
FOR _____		
⑆74894934⑆	6793868122⑈	0101⑈

Agoura High Student 28545 W. Driver Ave Agoura, CA 91301	DATE _____	101
PAY TO THE ORDER OF _____	\$ _____	
_____ DOLLARS		
 MoneyInstructor.com Bank 1221 Main Street Anywhere, US 10001		
FOR _____		
⑆74894934⑆	6793868122⑈	0101⑈