

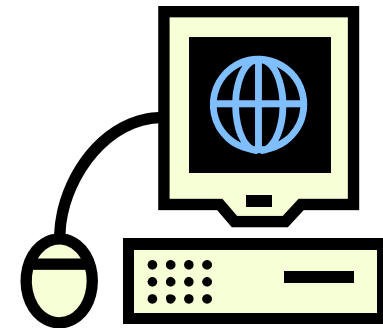
CHECKING ACCOUNT & DEBIT CARD SIMULATION AND STUDENT WORKSHEET

Understanding Checking Accounts and
Debit Card Transactions



WHAT IS A CHECKING ACCOUNT?

- Common financial service used by many consumers
- Funds are easily accessed
 - Check
 - ATM (automated teller machine)
 - Debit card
 - Telephone
 - Internet
- Services and fees vary depending upon the financial institution



WHY DO PEOPLE USE CHECKING ACCOUNTS?

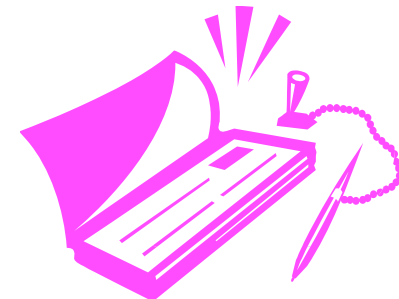
- Reduces the need to carry large amounts of cash
- Convenience – useful for paying bills
- Spending Plan Tool
 - Keeps a record of where money is spent
- Safety – using checks is safer than carrying cash



WHAT IS A CHECK?

- Used at the time of purchase as the form of payment

- Piece of paper pre-printed with the account holder's:
 - Name
 - Address
 - Financial institution
 - Identification numbers



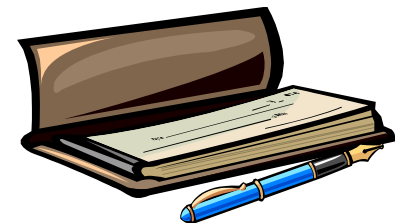
BOUNCING A CHECK

- Check written for an amount over the current balance held in the account
 - 'Bounces' due to insufficient funds, or not enough money in the account to cover the check written
- A fee will be charged to the account holder
- Harm future opportunities for credit



OTHER CHECKING COMPONENTS

- Checking Account Register
 - Place to immediately record all monetary transactions for a checking account
 - Written checks, ATM withdrawals, debit card purchases, deposits and additional bank fees
- Checkbook
 - Contains the checks and the register to track monetary transactions



ATM



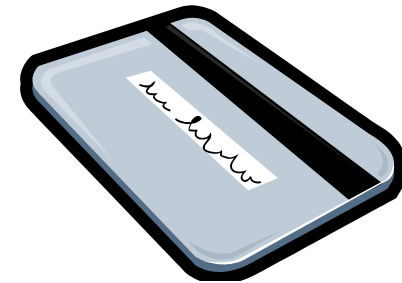
- Automated teller machine, or a cash machine
- Can be used to withdraw cash and make deposits
- Additional fees may be assessed if the ATM used is not provided by the financial institution sponsoring the card

DEBIT CARD

- Plastic card that looks like a credit card
- Electronically connected to a bank account
- Money is automatically taken from the bank account when purchases are made
- Requires a PIN (personal identification number)
 - Confirms the user is authorized to access the account

TO USE A DEBIT CARD

- Swipe it through the store machine or put into an ATM
- Enter the PIN
- Complete transaction



PROS AND CONS - DEBIT CARDS

Pros

- Convenient
- Small
- Can be used like a credit card
- Allows a person to carry less cash
- Does not allow overspending

Cons

- Can lose track of balance if transactions are not written down
- Opens checking account up to credit fraud
- Others can gain access to the account if the card is lost and PIN is known

ENDORISING A CHECK

○ Endorsement

- Signature on the back of a check to approve it to be deposited or cashed
- A check must be endorsed to be deposited

○ Three types

- Blank
- Restrictive
- Special

BLANK ENDORSEMENT

- Receiver of the check signs his/her name
- Anyone can cash or deposit the check after has been signed

Endorse Here

X *Sally Smith*

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

RESTRICTIVE ENDORSEMENT

- More secure than blank endorsement
- Receiver writes “for deposit only” and account number above his/her signature
 - Allows the check to only be deposited

Endorse Here	<i>For Deposit Only—Acct. # 1234567890</i>
X	<i>Sally Smith</i>
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE	

SPECIAL ENDORSEMENT

- Receiver signs and writes “pay to the order of (fill in person’s name)”
- Allows the check to be transferred to a second party
 - Also known as a two-party check

Endorse Here
<div style="text-align: right; color: red; font-style: italic;">Pay to the Order of Mike Smith</div> <div style="text-align: center; color: red; font-style: italic; font-size: 1.2em;">X Sally Smith</div>
<small>DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE</small>

WORKSHEET ANSWERS

Blank

Endorse Here

X Student's Signature

Restrictive

Endorse Here

For Deposit Only—Acct. # 987654321

X Student's Signature

Special

Endorse Here

Pay to the Order of Jonathon Smith


X Student's Signature

MAKING A DEPOSIT

- Deposit slip
 - Contains the account holder's account number and allows money (cash or check) to be deposited into the correct account
 - Located in the back of the checkbook
- Complete a deposit slip to make a deposit
- Deposited amount must be recorded in the checking account register to keep the balance current
- Deposits can be made at an ATM or with a bank teller

COMPLETING A DEPOSIT SLIP

Deposit Slip 03 156 0510

 *Sully Smith*
500 Great Street
Yountown, MT 55555

Date **September 1, 2006**

Guardian Legal Banking
423 South 15th
Yountown, MT 55555

⑆123456789 ⑆ 1234567890 ⑆


CASH	Debit	Credit
CHECKS Less Over		
TOTAL FROM OTHER SOUR		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

○ Date

- The date the deposit is being made

COMPLETING A DEPOSIT SLIP

Deposit Slip 93-456-9540



Sally Smith
500 Great Street
Yountown, NJ 55555

Date September 1, 2008

Sally Smith
NEW PENNPA-0000000000

Guardsian Angel Banking
423 South 15th
Yountown, NJ 55555


0123456789 : 1234567890 *

CASH	Debit	Credit
CHECKS Left ONLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

- Signature Line
 - Sign this line to receive cash back

COMPLETING A DEPOSIT SLIP

Deposit Slip 03 156 0510



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2008

Sally Smith
Signature

Guardian Trust Banking
423 South 15th
Yountown, MT 55555

0188156789 • 1881567899


	Dollars	Cents
CASH		
CHEQUES LEFT OVER		
TOTAL FROM OTHER BANK		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

○ Cash

- The total amount of cash being deposited

COMPLETING A DEPOSIT SLIP

Deposit Slip 98-456-9540

 Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2008

Sally Smith
BY DEPOSITOR

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

018016789 : 180167899

CASH	Dollars	Cents
CHECKS List Below		
Piggly Wiggly #801	164	01
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

- Checks
 - List each check individually
 - Identify each check on the deposit slip by abbreviating the name of the check writer

COMPLETING A DEPOSIT SLIP


CHICKS LIST SIMILY	Dollar	Cents
1. Fran Smith #801	20	00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL ENTER ON FRONT	\$ 20	00

○ Checks

- If more checks are being deposited than number of spaces on the front, use the back
- List each check
- Add the total, enter it on the front

COMPLETING A DEPOSIT SLIP

Deposit Slip 99-456-9540

 Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2008

Sally Smith
and Family


Guardian Angel Banking
423 South 15th
Yountown, MT 55555

0123456789 : 1234567890 *

CASH	Dollars	Cents
CHECKS <i>Left Side</i>		
Piggly Wiggly #801	164	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

- Total from Other Side
 - The total amount from all checks listed on the back


COMPLETING A DEPOSIT SLIP

Deposit Slip 09 156 0510		
 Sally Smith 500 Great Street Yountown, MT 55555		
Date <u>September 1, 2008</u>		
<u>Sally Smith</u> <small>and her family</small>		
Guardian Angel Bank 423 South 15th Yountown, MT 55555		
⑆123456789 : 123456789⑆		
CASH	Debit	Credit
CHECKS List Below		
Piggly Wiggly #801	154	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL	174	01
* Less Cash Received		
NET DEPOSIT \$		

- Subtotal
 - The total amount of cash and checks

COMPLETING A DEPOSIT SLIP

Deposit Slip 93-456-9540

 *Sally Smith*
500 Great Street
Yountown, MT 55555

Date September 1, 2008 ~~9999~~

~~Sally Smith~~
~~500 Great Street~~
~~Yountown, MT 55555~~

Guardian Angel Banking
423 South 15th
Yountown, MT 55555


CASH	Dollars	Cents
CHECKS Left Blank		
Piggly Wiggly #801	164	01
TOTAL FROM OTHER SOURCES	20	00
SUBTOTAL	174	01
* Less Cash Received	30	00
NET DEPOSIT \$		

0188186789 : 1881867899 *

- Less Cash Received
 - The amount of cash back being received
 - This amount is not deposited into account

COMPLETING A DEPOSIT SLIP

Deposit Slip 03 156 0510

 *Sally Smith*
500 Great Street
Yountown, MT 55555

Date September 1, 2006 09-01

Sally Smith
NEW MEMBER/DEBIT CARD

Guardian Legal Washing
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
GHBCKS Left Salary		
Piggly Wiggly #801	154	01
Total Piggly Wiggly Sales	20	00
SUBTOTAL	174	01
* Less Cash Received	30	00
NET DEPOSIT	\$ 144	01


⑈120150789 : 120150789⑈

○ Net Deposit

- The amount being deposited into the account
- To calculate the amount, subtract the cash received from the subtotal

WORKSHEET ANSWER

Deposit Slip 98-456-9540

 Sally Smith
500 Great Street
Yountown, MT 55555

Date: **September 2, 2008**

Signature: **Sally Smith**

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

DISBURSED: 1881607800

	Dollars	Cents
CASH		
CHECKS <i>Left Blank</i>		
Lynn James #668	50	00
Total Face/Overdraw	101	00
SUBTOTAL	151	00
* Less Cash Received	15	00
NET DEPOSIT \$	136	00

CHECKS	Dollars	Cents
Left Blank		
1 Sarah Lanning #4459	86	00
2 Roberta Smith #992	15	00
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL	\$	
ENTER ON FRONT	101	00

WRITING A CHECK

- To pay for items using a checking account
 - A check is given as a form of payment
 - Must be completed and given to the person or business
- Pre-printed items on a check
 - Name and address of account holder
 - Name and address of financial institution
 - Check number
 - Identification numbers (account, routing)



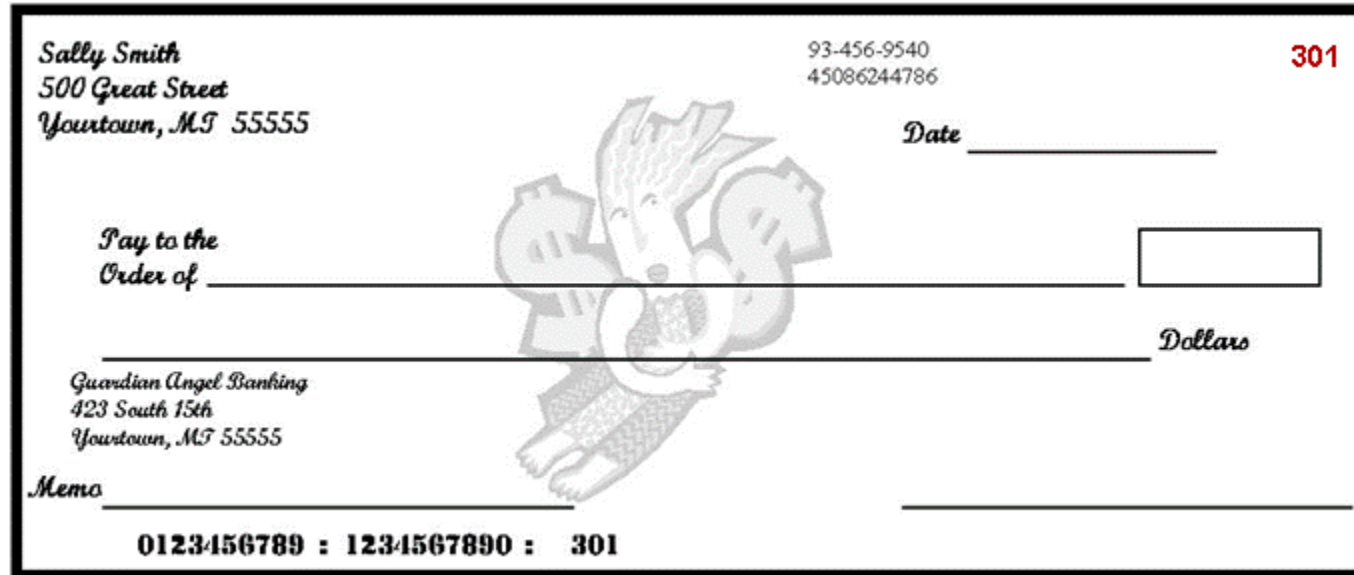
WRITING A CHECK

<i>Sally Smith</i> <i>500 Great Street</i> <i>Yountown, MS 55555</i>	93-456-9540 45086244786	301
	<i>Date</i> _____	
<i>Pay to the</i> <i>Order of</i> _____		<input type="text"/>
		<i>Dollars</i>
<i>Guardian Angel Banking</i> <i>423 South 15th</i> <i>Yountown, MS 55555</i>		
<i>Memo</i> _____		
0123456789 : 1234567890 : 301		

○ Personal Information

- Account holder's name and address
- May include a phone number, not required
- DO NOT list a social security number for safety reasons

WRITING A CHECK



Sally Smith
500 Great Street
Yountown, MS 55555

93-456-9540
45086244786

301

Date _____

Pay to the
Order of _____

_____ Dollars

Guardian Angel Banking
423 South 15th
Yountown, MS 55555

Memo _____

0123456789 : 1234567890 : 301

○ Check Number

- Numbers used to identify checks
- Printed chronologically

WRITING A CHECK

<i>Sally Smith</i> <i>500 Great Street</i> <i>Yountown, MS 55555</i>	93-456-9540 45086244786	301
	<i>Date</i> <u>September 2, 2006</u>	
<i>Pay to the</i> <i>Order of</i> _____		<input type="text"/>
		<i>Dollars</i>
<i>Guardian Angel Banking</i> <i>423 South 15th</i> <i>Yountown, MS 55555</i>		
<i>Memo</i> _____		_____
0123456789 : 1234567890 : 301		

- Date
 - The date the check is written

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		<i>Date</i> <u>September 2, 2003</u>	
<i>Pay to the</i> <i>Order of</i>	GAS 'N' GO	<input type="text"/>	
		_____	<i>Dollars</i>
<i>Guardian Angel Banking</i> 423 South 15th Yountown, MS 55555			
<i>Memo</i> _____			
0123456789 : 1234567890 : 301			

- Pay to the Order of
 - The name of the person or business to whom the check is being written

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		<i>Date</i> <u>September 2, 2003</u>	
<i>Pay to the Order of</i> _____	GAS 'N' GO		\$15.<u>78</u>
			<i>Dollars</i>
<i>Guardian Angel Banking</i> 423 South 15th Yountown, MS 55555			
<i>Memo</i> _____			
0123456789 : 1234567890 : 301			

- Amount of the Check in Numerals
 - The amount of the check written numerically in the box
 - Write the cents smaller and underline
 - Write the numbers directly next the dollar sign to prevent someone else from adding numbers to change the amount

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		<i>Date</i> <u>September 2, 2003</u>	
<i>Pay to the Order of</i>	GAS 'N' GO		\$15.⁷⁸
FIFTEEN AND 78/100			<i>Dollars</i>
<i>Guardian Angel Banking</i> 423 South 15th Yountown, MS 55555			
<i>Memo</i> _____			
0123456789 : 1234567890 : 301			

- Amount of the Check in Words
 - The amount of the check written in words on the second line
 - Start at the far left of the line, write the amount in words, followed by 'and', and the amount of cents over 100; draw a line from the end of the words to the word 'dollars'

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' GO		\$15. ⁷⁸
FIFTEEN AND 78/100			Dollars
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo	GAS		
0123456789 : 1234567890 : 301			

○ Memo

- Space used to identify the reason for writing a check; optional
- Good place to write information requested by a company when paying a bill, generally the account number

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' GO		\$15. ⁷⁸
FIFTEEN AND 78/100			Dollars
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo	GAS	<i>Sally Smith</i>	
0123456789 : 1234567890 : 301			

○ Signature

- The account holder's signature agreeing to the transaction

WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MT 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' GO		\$15. ⁷⁸
FIFTEEN AND 78/100			Dollars
Guardian Angel Banking 423 South 15th Yountown, MT 55555		<i>Sally Smith</i>	
Memo	GAS		
0123456789 : 1234567890 : 301			

○ Identification Numbers

- First - routing numbers to identify the account's financial institution
- Second - account number
- Third - check number

WORKSHEET ANSWERS

Sally Smith
500 Great Street
Yountown, MT 55555

09-25-09
092509

302

Date September 3, 2009

Pay to the Order Of Aspen Properties \$ 375.00

Three hundred, seventy-five dollars and no/100 Dollars

Name rent *Guadalupe Angel Baez* Sally Smith

⑈123456789 : 1234567890 : 001

WORKSHEET ANSWERS

Sally Smith 500 Great Street Yountown, MT 55555		09-485-0500 4850541905	303
		Date	September 6, 2008
Pay to the Order Of	Hungry Man		\$ 27.00
Twenty seven dollars and 92/100			Dollars
Name	food <small>Quondina Angel Baking</small>	Sally Smith	
0126156789 : 1261567890 : 000			

CHECK 21

- Check Clearing for the 21st Century Act (Check 21)
 - When a check is written, the money is automatically withdrawn from a bank account
 - Makes “bouncing checks” difficult

DEBIT CARD

- **Account Number**—Links all purchases made with the card to a designated bank account
- **Expiration Date**— The debit card is valid and may be used until this date
- **Cardholder's Name**— The cardholder's full name is written out and displayed.
- **Magnetic Strip**— When the debit card is swiped, the magnetic strip automatically withdraws funds from the cardholder's account.

DEBIT CARD

- **Authorized Signature**— Sign in the signature box on the back of the debit card to authorize payments
 - Should also write, “See ID” in the signature box
 - Ensures the person using the card is authorized to do so
- **Verification Number**—This three digit code is located on the back of the card in the signature area
 - Help ensure the card is in the cardholder’s possession when making purchases
 - Prevents unauthorized use

CHECKING ACCOUNT REGISTER

- Place to record all monetary transactions for a checking account
 - Deposits, checks, ATM use, debit card purchases, additional bank fees
- Used to keep a running balance of the account
- Remember
 - Record every transaction!

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
			\$		\$				\$	
9/03			\$		\$			\$	\$	

○ Date

- The date the check was written or transaction was made

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
			\$		\$				\$	
9/03	301		\$		\$			\$	\$	

○ Number

- The number of the written check; if a debit card or ATM was used, write DC or ATM

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$		\$			\$	\$	
		Gas								

○ Description of Transaction

- The person/business the check was written to or where the debit card was used
- Gray line can be used to write the memo

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
			\$		\$				\$	
9/03	301	Gas 'N' Go	\$	15 78	\$			\$	\$	
		Gas								

○ Payment/Debit(-)

- Amount of the transaction
- Deducted from the balance

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
			\$		\$ 100	00		\$	\$	

- Deposit/Credit(+)
- Amount of the transaction
- Added to the balance

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$ 15	78	\$			\$	\$	
		Gas								

○ ✓ T

- A box used to track whether the check has cleared on the monthly bank statement when reconciling at the end of each month

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$ 15	78	\$			\$		
		Gas								

○ Fee (if any)

- Any extra fees charged to the account
- Listed on the bank statement

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT (-)		DEPOSIT/ CREDIT (+)		FEE (IF ANY)	BALANCE	
								\$ 275.00	
9/1	DEP	Deposit			144	01		144	01
		September Paycheck						419	01

○ Balance

- The running total of the checking account
- Calculated by adding or subtracting each transaction
- Keep this updated

MONTHLY BANK STATEMENT

- Lists each monetary transaction and the current account balance for a specified time period
- Includes:
 - Dates
 - Identification for each transaction (number or type, date, amount)
 - Transaction amounts for withdrawals and/or deposits
 - Interest earned (if applicable)
 - Fees or charges (if applicable)

MONTHLY BANK STATEMENT

- Lists each transaction and current account balance
 - Deposits
 - Checks
 - Debit Card transactions
 - ATM transactions
 - Additional fees



RECONCILING A CHECKING ACCOUNT

- Reconcile
 - Balance the checkbook register each month to the balance shown on the statement
- Do this every month to ensure the correct balance in the checkbook
 - Knowing the correct balance can help to avoid bouncing checks

STEPS FOR RECONCILING

- View the monthly bank statement and check register

GUARDIAN ANGEL BANKING
423 SOUTH 5TH
YOURTOWN, MT 59555



STATEMENT FOR:
SALLY SMITH
900 GREAT STREET
YOURTOWN, MT 59555

THIS STATEMENT COVERS: 9/1/06 THROUGH 9/30/06


CHECKING ACCOUNT #1234567890	Previous Statement Balance on 8/31		\$ 225.00
	Total Deposits		\$ 280.01 +
	Total Withdrawals		\$ 463.60 -
	New Balance		\$ 41.41
DEPOSITS AND OTHER CREDITS	Date Posted	Transaction	Amount
	9/3	Deposit at South 15th Branch	\$ 144.01
	9/5	Deposit at South 15th Branch	\$ 136.00
	Total Deposits		\$ 280.01
WITHDRAWALS	Date Posted	Check #	Amount
	9/3	301	\$ 15.78
	9/4	302	\$ 375.00
	9/7	303	\$ 27.32
	9/9 Debit Card	The Video Store	\$ 3.50
	9/16 ATM	Cash	\$ 40.00
	9/16 ATM Fee	Bank Fee	\$ 2.00
	Total Withdrawals		\$ 463.60

Date	Number	Description of Transaction	Payment/Debit (-)	Deposit/Credit (+)	✓	✗	Balance
							\$ 225.00
9/1	DBP	Deposit		144 01	✓		144 01
9/2	301	Gas 'N Go	15 78				15 78
9/2	DBP	Deposit		136 00			136 00
9/3	302	Aspen Properties	375 00				375 00
		Rent					
9/6	303	Hungry Man	27 32				27 32
		Food					
9/9	DC	The Video Store	3 50				3 50
		Movie Rental					
9/16	ATM	Cash	40 00				40 00
		Cash					
9/16	ATM	Bank Fee	2 00				2 00
		Bank Fee					
9/30	304	The Clothing Shoppe	43 72				43 72
		Jeans					
9/30	DC	Ice Cream Creamery	2 75				2 75
		Ice Cream					
9/30	DBP	Deposit		30 00			30 00
		Lawn Mowing					

Place a check mark in the \checkmark T column for all transactions that have been cleared and are shown on the bank statement

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		\checkmark T	PAID (If AMB)	BALANCE	
									\$ 225.00	
9/1	DBP	Deposit			144	01	\checkmark		144	01
9/2	301	Gas N' Go	15	78			\checkmark	←	15	78
9/2	DBP	Deposit			136	00	\checkmark	←	136	00
9/3	302	Aspen Properties Rent	375	00			\checkmark	←	375	00
9/6	303	Hungry Man Food	27	32			\checkmark	←	27	32
9/9	DC	The Video Store Movie Rental	3	90			\checkmark	←	3	90
9/16	ATM	Cash Cash	40	00			\checkmark	←	40	00
9/16	ATM	Bank Fee Bank Fee	2	00			\checkmark	←	2	00
9/30	304	The Clothing Shoppe Jeans	43	72					43	72
9/30	DC	Ice Cream Creamery Ice Cream	2	75					2	75
9/30	DBD	Deposit Lawn Mowing			30	00			30	00

Determine the current account balance from the bank statement

GUARDIAN ANGEL BANKING 423 SOUTH 15TH YOURTOWN, MT 55555			STATEMENT FOR: SALLY SMITH 500 GREAT STREET YOURTOWN, MT 55555	
<i>THIS STATEMENT COVERS: 9/1/06 THROUGH 9/30/06</i>				
CHECKING ACCOUNT #1234567890	Previous Statement Balance on 8/31		\$ 275.00	
	Total Deposits		\$ 280.01 +	
	Total Withdrawals		\$ 463.60 -	
	New Balance		\$ 91.41	
DEPOSITS AND OTHER CREDITS	<u>Date Posted</u>	<u>Transaction</u>	<u>Amount</u>	
	9/3	Deposit at South 15th Branch	\$ 144.01	
	9/5	Deposit at South 15th Branch	\$ 136.00	
	Total Deposits		\$ 280.01	
WITHDRAWALS	<u>Date Posted</u>	<u>Check #</u>	<u>Amount</u>	
	9/3	301	\$ 15.78	
	9/4	302	\$ 375.00	
	9/7	303	\$ 27.32	
	9/9 Debit Card	The Video Store	\$ 3.50	
	9/16 ATM	Cash	\$ 40.00	
	9/16 ATM Fee	Bank Fee	\$ 2.00	
Total Withdrawals		\$ 463.60		

Add any outstanding deposits – transactions that have not cleared the bank

Deposits Outstanding		
Date	Amount	
9/30	30	00
Total	30	00

Calculate the Subtotal

ENTER	
Bank Statement Balance	\$ 91.41
ADD (+)	
Outstanding Deposits	\$ 30.00
SUBTOTAL (=)	\$ 121.41
SUBTRACT (-)	
Outstanding Withdrawals	\$ <u> </u>
CALCULATE (=)	
Total should be the same as the checkbook register	\$ <u> </u>

Subtract any outstanding withdrawals and calculate

ENTER	
Bank Statement Balance	\$ <u>81.41</u>
ADD (+)	
Outstanding Deposits	\$ <u>30.00</u>
SUBTOTAL (=)	\$ <u>121.41</u>
SUBTRACT (-)	
Outstanding Withdrawals	\$ <u>46.47</u>
CALCULATE (=)	
Total should be the same as the checkbook register	\$ <u>74.94</u>

Compare the total with the checkbook register. If the totals are different, double check the math and make sure all service fees and bank charges are recorded in the check register.

CHECKING ACCOUNT SAFETY

- If a checkbook, ATM, and/or debit card becomes lost or stolen
 - Immediately report it to the financial institution
 - File a report with the police
- Reported lost/stolen checkbook:
 - Financial institutions generally do not hold the account holder liable for any fraudulent charges

SAFETY CONTINUED

- Reported lost/stolen ATM/debit card:
 - Within 2 business days
 - Cardholder is only liable for \$50.00
 - Longer than 2 business days
 - Could be liable for up to \$500.00
 - Varies depending upon the financial institution
 - May not charge the account holder anything if the correct steps were taken to report the lost/stolen card

QUESTIONS?