# Learning about Checking Accounts



WHAT YOU NEED TO KNOW



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## NOTE

Words that you see <u>underlined</u> throughout this guide are explained in the glossary.



## Learn About Checking Accounts

For thousands of years, people have used some sort of currency or type of money to pay for things they want. Different countries and cultures have used everything from seashells to pigs to purchase goods and services. Now, in modern times, we use four main ways to pay—

cash, credit cards, debit cards and checks.

## This guide talks about checks. You'll learn about...

- having a checking account with your financial institution
- how to deposit money
- how to write checks (make withdrawals)
- how to keep track of your money

Whether you have just started a checking account or plan to open one in the future, this guide will give you the information you need to use a checking account.

### You may be asking...What's so great about a checking account?

- It's like carrying all your money with you, but much safer.
- It helps you keep track of your money and what you spend it on.

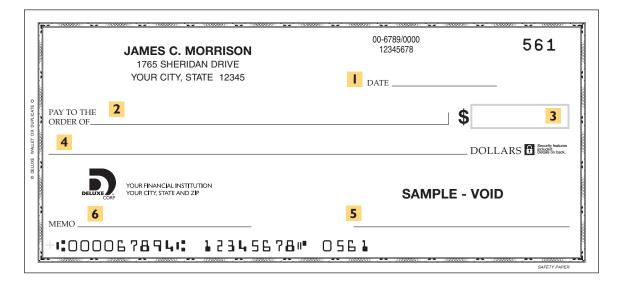
When you start filling out the forms you use with your checking account, it might seem confusing. But it won't take you long to figure it out.

## So, let's get started.



# Write a check

Writing checks is easy, with a little practice. When you write checks, always use a blue or black ink pen and write neatly. Every time you write a check, you'll fill in the following six spots:



- **Date:** Write the date.
- **2 Pay to the Order of:** Write the name of the check's recipient.
- **3 \$ Amount:** Write the check's amount using numerals. *When you write the number, start at the left and don't leave space. People could add in more numbers if you do.*
- **4 Dollars:** Write, in words, how much the check is for. *When you write the words for the dollars, start at the left side. Write any cents as a fraction. (See sample.) Draw a line through the extra space.*
- **5 Signature:** Sign your name on the signature line, just like it is on the top of the check. *Don't sign it until you use it. If you sign it ahead of time, someone else could use the check.*
- **6 Memo:** Note what the payment is for. (See sample.)

It is important to write your check legibly to make sure your check is accurately processed.

For practice go to page 18

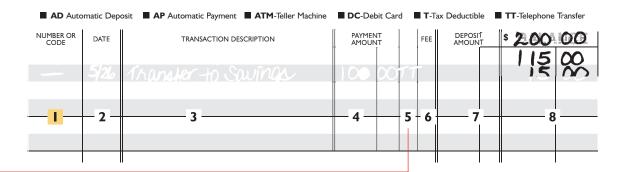


# Manage the Money in Your Account

A <u>check register</u> helps you keep track of the money in your checking account. That's where you write down everything you do with your account. Whenever you deposit money or withdraw money, or use your ATM or debit card, write it in the check register immediately.

When you write something in your check register, we call it <u>recording a</u> <u>transaction</u>. So let's take a look at a check register and how it works.

The columns in your check register are labeled. Here's what each column is for:



### Codes

- **ATM** Automatic Teller Machine
  - **D** Deposit
  - **DC** Debit Card
  - **E** Electronic Check
  - **TT** Telephone Transfer
  - **T** Tax Deductible
  - **O** Other

For practice go to page 19

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- **Number:** This is the check number. You'll find it in the upper right corner of each check. Every check has a different sequential number.
- **2 Date:** Write the date you wrote the check.
- **3 Description of Transaction:** This tells what you did. Did you deposit money? Write a check? Use the <u>Automated Teller Machine (ATM)</u> or debit machine? Make a telephone transfer? Describe your transaction here.
- **4 Payment**/ **Debit:** Write the check or withdrawal amount.
- 5 Code for Transaction: This is where you fill in a code for transactions you make when you aren't writing a check. When you get your <u>statement</u>, every month you'll place a "✓" through this box when you see the transaction listed.
- **6 Service Fee:** If your financial institution charges you money to write each check or to withdraw money from the ATM, write that fee in this space.
- 7 **Deposit/Credit:** Did you deposit money into your account? Write down any deposit into your account.
- **8 Balance:** To find out how much money you have, add the deposited money to what you had before. Or subtract the withdrawal amount from what you had before. The money left is your balance.

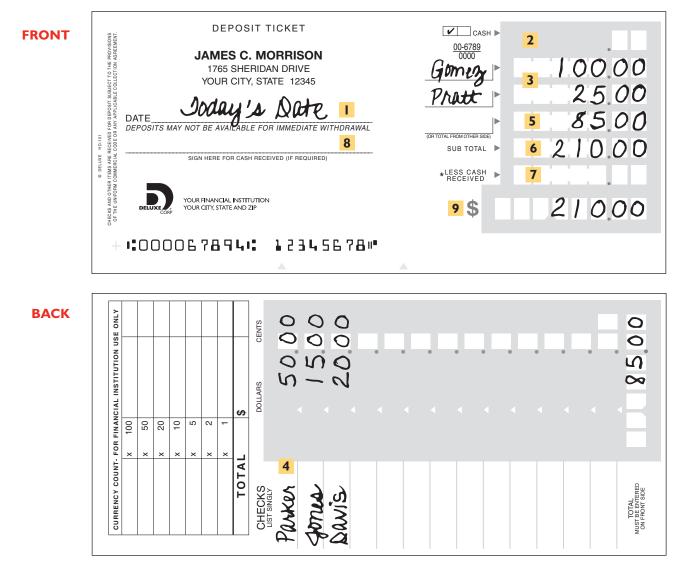
## NOTE

When you write a check, withdraw money from the ATM, or deposit money into your account, write it down right away. It's easy to forget if you wait.

# Deposit Money in Your Account

You can put cash and checks into your account in different ways. When you're ready to <u>deposit</u> money at your financial institution, you need to fill out a form called a <u>deposit ticket</u>.

You'll find your deposit tickets in your checkbook, behind the checks. They have printing on both sides. Just like with the checks and the check register, there are areas you need to complete. Use a pen to fill out the form. It is very important that you write neatly. Here are the spots to fill in on your deposit ticket.





**NOTE** *The deposit ticket style for each financial institution may vary slightly.* 

## Deposit Money in Your Account (continued)

- **Date:** The date you are depositing money.
- **2 Cash:** The amount of <u>cash</u> you are depositing. Add it all together, and write it down here.
- **3** Check Entry Area: This is where you write down each check you're depositing. Put each check amount on its own line.
- **4** Additional Check Entry Area: The back also has space for checks, if you run out of room on the front.
- **5 Total From Other Side:** If you have more than three checks and wrote them down on the back side, add them up and put the total here. If you are depositing three checks, this is the place you write down the third one.
- **6 Sub Total:** Add items 2, 3 and 5.
- 7 Less Cash Received: If you want to deposit part of the money, and get part of the money in cash, write down how much you want to receive in cash.
- **8 Sign Here:** If you want cash back, sign your name here.
- 9 Net Deposit: Add all the cash and all the checks together. If you are receiving cash back, subtract that amount. The result is your net deposit. Write down that amount here.



# Endorse a check

If you've got a job, chances are you get paid with a check. To deposit that check, you need to *endorse* it. That means you sign your name in ink on the back of the check. Sign your name the same way it's written on the check. If your name is spelled wrong, also sign your name the correct way on the next line.

There are a few ways to endorse your check.

#### BLANK ENDORSEMENT

Sign your name the same way it's written on the front of the check. Only sign it when you're ready to cash it or deposit the money into your account. Once the check is signed on the back (endorsed), someone else could get your money if you lose the check.

#### SPECIAL ENDORSEMENT

RESTRICTIVE

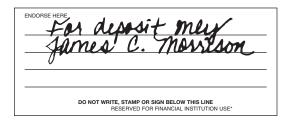
**ENDORSEMENT** 

Do this when you want to give someone else the money. Write "pay to the order of" and that person's name below it. Then sign your name underneath. Now only that person can cash the check. (See sample.)

When you want your check to be very safe, such as when you send it to your financial institution in the mail, use this kind of endorsement. Write "for deposit only" and sign underneath. Now the check can only be deposited into your account, not cashed. (See sample.)

James C. Morrison DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE

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





## Review Your Monthly Statement

Every month, you'll get a <u>statement</u> from your financial institution. This statement tells you:

- Every check that you wrote (the ones that have been processed— see example on next page).
- Money you took out of the ATM, transferred by telephone or any other withdrawals.
- All of your debit card transactions.
- All of your deposits.
- Your ending balance (how much you have in your account *on the date the statement was printed*).

The envelope containing your statement may also contain your canceled checks. You may receive pictures or images of the checks you've written, or a paper document or image of a substitute check, *(go to page 11).* These are the checks you've already written that have been <u>cleared</u> (paid out of your account) by your financial institution. Any checks you've written that have not cleared are called <u>outstanding checks</u>.

The purpose of your monthly statement is to give you information about your account's activity every month. Here are the different sections:

- **Return Address:** This is where your financial institution sends your statement from.
- **2 Account Information:** Here is where you will find your personal information, like the type of account you have, account number and social security number.
- **3 Deposits:** This is where your deposits are listed. You'll see the date and the amount of money you deposited.
- 4 **Checks and Deductions:** These are all the checks you wrote for the month. You'll see the date, the check number, and the amount you wrote the check for. If you see dots or stars between the check numbers, that means either you are missing a check, or that the check is outstanding. You'll also find your ATM and other withdrawals here.
- **5 Daily Balances:** You'll see dates listed, and how much money was in your account on that day.



# Review Your Monthly Statement

(continued)

- **6 Ending Balance:** Here is a summary of your account for the month. You'll see how much money you started with, how many withdrawals you made, how much money you deposited, and how much money you have left in your account.
- **7 Customer Service Number:** This is the phone number you can call if you have any questions about your account or your statement.

Remember, if there is something you don't understand about your account, call the number you see on your statement to get your questions answered by your financial institution's customer service.

YOUR FINANCIAL INSTITU STREET ADDRESS CITY STATE 12345	JTION 7	ICE NUMBER	INE		
ISC MARY ISO 1765 SHERIDAN DF YOUR CITY STATE	N IVE		PAGE 1		
************	********	*****	****	*******	
2 DEPOSIT ACCOUNTS DETAIL CHECKING REGULAR CHECKIN ACCOUN THIS STATEMENT		NSACTIONS FROM SEP	14, 19— THRU OCT 12, 19-	_	
<b>3</b> ITS		4 CHECKS AND WI	THDRAWALS	5 DAILY BALANCES	
DATE A	MOUNT N				
/19 ITIONS	5. 3884	/15 6. 9/18 6.		/15 281. /18 274. /19 279.	
	3885	9/26 20 .		/19 2/9 . /25 254 .	
/05	I 3886 94.	9/26 25 . /03 6 . /03 171 . /11 3		/26         234         .           /03         55         .           /05         150         .           /11         146         .	
	****	NDICATES ONE OR MOF	RE MISSING CHECKS		
	ENDING BALANCE 9/14/— 287 .	ITS & CREDITS	CHECKS & DEBITS	ING BALANCE 10/12/—	
			ENCLOSU	JRE :	



#### NOTE

The style of statement for each financial institution may vary slightly.

# Check Processing Substitute Checks

Legislation was passed by the federal government in 2004 that permits financial institutions to create and submit substitute checks, or image replacement documents from electronic images for processing.



This is an example of a substitute check that may be included in your monthly statement.

- I Endorsements on back side of the check.
- 2 Image of check is on the new document.



## Balance Your Account

In this section we'll talk about how to keep records. The first thing we'll cover is how to <u>reconcile your accounts</u>. That just means you'll see how much you deposited into your account, how much you spent, and how much you have left.

To reconcile your account you do two things: First, look at your check register and your statement together and compare them. Here's how to start.

- 1—First open the envelope with your statement. If your financial institution sends your canceled checks to you, they will also be in the envelope. Many financial institutions keep the real checks and return a list or picture image of your check or substitute check, on your statement.
- 2-If you get your checks back, put them in order according to the check number.
- 3-Look at the statement; find the first check number listed.
- 4—Look at your check register. Find that same check number and place a check mark in the column labeled ✓ (or "Code\*"). Do this for every check on your statement.
- 5—Do Steps 3 and 4 above for every deposit. Check it off on your statement and check it off on your register.
- 6—If you see checks in your check register that are not listed on the statement, they have not <u>cleared</u> the financial institution yet. Don't check them off. They will be listed on a future statement.
- 7—If you have any other service fees or charges for checks, ATM withdrawals, financial institution services, or automatic deductions (i.e. a car loan) listed on your statement, write them in your check register. Don't forget to subtract those charges from your balance in your check register.
- 8—If your financial institution pays interest on your checking account, add the interest amount to your check register.
- 9—Now your checkbook should be up-to-date.



## Balance Your Account (continued)

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYME AMOU		1	FEE	DEPOSI AMOUN		\$	
3881	9/9	Betty Randall St. Paul Electric	\$ 35	00	V	\$			290	604
3882	9/15	St. Paul Electric	60	00					284	404
3883	9/17	Sincloirs Pete's Garage	33	19					281	285
3884	9/18	Pete's Barage	63	(d)					274	925
	9/19	Deposit			${\tt D}$		50	00	279	925
3885	9/2	Sears	200	00					259	925
3886	9/26	Village	254	66					234	4 59
3887	10/3	CUB	63	60					22.8	0 99
3888	10/3	Main Bank	1719	98					54	101
	10/5	Deposit			D		945	50	1500	- 51
3889	10/4	Mountie's	54	34					145	2 15
3890	10/11	Ryan Potletch	36	60					1410	6 15



## Balance Your Account (continued)

Most of the time, your checkbook balance and the statement won't match. That is normal. This happens because of those outstanding checks we discussed earlier and any deposits that you made after the statement was printed.

Your statement will include a <u>reconciliation form</u> (usually on the back). This is a form to help you <u>reconcile</u> your account. Just like all the other forms we've talked about, there are spots for you to fill in.

Usually, the reconciliation form guides you to:

- L L
  - List deposits, checks, and other <u>withdrawals</u> that you have written in your check register, but are not listed on the statement in the proper columns.

2 Write down the total of the deposit list and the checks/withdrawals list.

HOW TO BALANCE YOUR ACCOUNT		T	ITS NOT LIS	CHECKS AND V	VITHDRAWALS TATEMENT
. i I ion shown on the front			DEPOSITS	CHECK NUMBER	CHECKS AND WITHDRAWALS
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IS IS YOUR BALANC					
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	3		ENDING BALANC FRONT OF THIS		
	4		PLUS THE TOTAL DEPOSITS COLU		
If you t ink ther is an error i lease telephone			SU -		
or wrl I y at the phone number or address shown on the front of thi	5		INUS THE TOTA WITHDRAWALS		
	6		BALANCE (Should wi i	l agree lance)	



# Balance

## Your Account (continued)

- **3** Write down the ending balance printed on the front of your statement.
- **4** Enter the total deposits from line 2. Add lines 3 and 4, enter on subtotal line.
- **5** Enter the total withdrawals from line 2 and subtract from subtotal.
- 6 Now the balance of your checkbook should match the ending balance on your statement.

If you have trouble reconciling your account, call the customer service number listed on your statement.



# Do's and Don'ts

There are a couple things you need to know about using checks. Here is the first one, and it's a big one:

### THINGS NOT TO DO

### Don't write checks for more money than you have in your account.

You might have heard it called "bouncing a check," or "writing a bad check." The financial institution calls it <u>non-sufficient funds (NSF)</u>.

- You could be charged an overdraft fee by your financial institution.
- The place to which you wrote the "bad" check could charge you *another* fee.
- The place to which you wrote the "bad" check could decide not to take your checks in the future.
- Your name could go on a <u>risk check</u> or "risk credit" list, and other places won't take your checks.
- Your checking account could be closed by your financial institution and you won't be allowed to write any checks at all. Your financial institution may report this information to other financial institutions, and they may refuse to open a checking account for you for up to seven years after your account was closed.
- You could get letters and phone calls from the people you owe the money to.

BUT... It's easy to keep these things from happening. Just keep track of how much money you have in your checking account, and don't write checks for more than that amount.

Don't sign blank checks. They can be stolen and used by someone else.

**Don't erase mistakes on a check.** Either write <u>VOID</u> across the entire check and next to its number in the check register and tear up the check, or fix the check and write your initials next to the mistake.

Don't use other people's checks or let them use yours.

**Don't use a pencil, only use a pen.** People can erase the numbers when you write in pencil. Always use a blue or black ink pen.

**THINGS TO DO** Keep all your checks in a safe place. Checks are money and can be stolen and used by other people, just like cash. If your checks are ever lost or stolen, call your financial institution immediately!

Keep track of the money you take out of the ATM and debit card withdrawals made—they add up quickly.

Put the right date on your checks.

Sign your name like it's printed on the check.

Write the check amount as far to the left as you can.



Here is what can happen if you write checks without enough money in your account:

# Glossary

**Automated Teller Machine (ATM):** Also known as the money machine or cash machine.

**Bad Check:** A check that is written when there is not enough money in the account. Also known as a bounced check.

Balance: The amount of money you have in your account.

**Cash:** Money in the form of bills or coins.

**Check:** A document used for payment.

**Check 21:** Federal legislation passed in 2004 that permits financial institutions to create and submit substitute checks from electronic images for processing.

**Check Register:** A form to keep track of your checking account transactions.

Checking Account: A payment method to manage your money efficiently.

**Cleared Check:** A check that has gone through the financial institution's processing center and is listed on your monthly statement.

**Debit Card:** A card that can be used at an ATM or merchant. Unlike a credit card, the funds are deducted from your checking account.

**Deposit:** The money you put into your account. Or (verb) to put money into your account.

**Deposit Ticket:** The form you use to put money into your account.

**Electronic Check:** When you write a check to a merchant and the merchant hands the check back to you. The check is converted to an automatic deduction to your checking account.

**Endorse:** To sign your name on the back of a check in order to cash it or deposit it. **Financial Institution:** A business that deals with money. For example, a bank or credit union.

**Less Cash Received:** The amount of cash you get back when you make a deposit. **Memo:** The area on a check that notes what the check was written to pay for. **Non-sufficient Funds:** *See Bad Check.* 

**Non-sufficient Funds Fee:** The fee that is charged by a financial institution or business when a check does not clear.

**Outstanding Check:** A check that is still going through financial institution processing.

**Overdraft:** When your account goes below zero—there is not enough money to cover the withdrawal.

**Reconcile:** A process to make sure your checkbook balance matches your financial institution's balance for your account.

**Reconciliation:** When you have verified that your checkbook balance is the same as your financial institution's balance for your account.

**Reconciliation Form:** A form that helps you reconcile your account. *See Reconcile.* **Recording a Transaction:** The act of writing down a transaction in your check register. *See Transaction.* 

**Statement:** The documentation you get every month from your financial institution that list all of the activities in your account for the month.

**Transaction:** When money goes into, or out of, your account. Can include deposits, withdrawals, payments, fees, ATM transactions or transfers.

**Void:** This means that a check is not good or not usable. You would write "VOID" across a check that has a mistake written on it, tear it up, and throw it away.

Withdrawal: When you take money out of your account. This can be by check, ATM, automatic payment or other methods.



# Practice Exercises Writing Checks

Today, you pay a \$132.53 bill for auto repairs to Auto Re-New by check. How would you fill out the check?

JAMES C. MORRISON 1765 SHERIDAN DRIVE	00-6789/0000 12345678	561
YOUR CITY, STATE 12345 PAY TO THE ORDER OF	DATE \$	_
YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP	DO SAMPLE - VC	LLARS Details on back
мемо +::000067894:: 12345678"	0561	

**2** Today, you buy \$10.57 worth of groceries at the Super-Buy store. Fill out the check to make the payment.

	JAMES C. MORRISON 1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	00-6789/0000 12345678 DATE	562
C WALLET OR DUPLICATE O	PAY TO THE ORDER OF	Doll	ARS 🗈 Security features Declaring distances
© DELUXE	YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP	SAMPLE - VOIE	
		II <sup>®</sup> 0562	SAFETY PAPER



# Practice Exercises Managing Your Money

3 You have \$100 in your account. Today you write a check to the All-American Health Club for \$36.75 for your monthly dues. You also stop at an ATM and withdraw \$20.00. Fill out the starting balance, write the check, then enter the check and the ATM transaction in the register. What is your final balance?

	JAMES C. MORRISON 1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	00-6789/0000 12345678 DATE
DELUKE WALLET OR DUPLICATE O	PAY TO THE ORDER OF	DOLLARS
•	YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP	SAMPLE - VOID
	+1:0000678941: 12345678	• 0563

AD Auto	omatic Dep	osit 🔳 AP Automatic Payment 🔲 AT	<b>ГМ-T</b> eller Machine ■ DC-Deb	it Card	T-Ta	x Deductible	TT-Telephon	e <b>T</b> ransfer
NUMBER OR CODE	DATE	TRANSACTION DESCRIPT	ION PAYMEN AMOUN	T I	FEE	deposit Amoun <b>t</b>	<b>\$</b>	NCE



## Practice Exercises Depositing Money

**4** Today, you are depositing a check from Mark Bennett for \$45.00. You do not want cash back. How would you complete this sample deposit ticket properly?

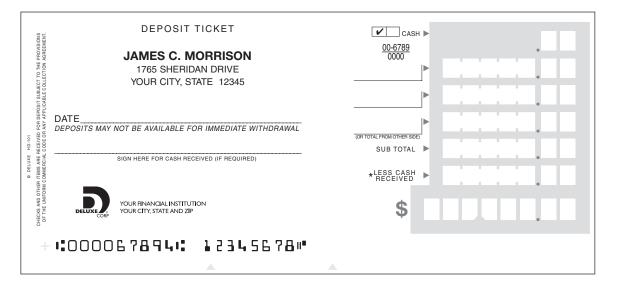
	DEPOSIT TICKET	Cash >
HD-101 RECEVED FOR DEPOSIT SUBLECT TO THE PROVISIONS CODE OR ANY APPLICABLE COLLECTION AGREEMNT.	JAMES C. MORRISON 1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	00-6789 0000
DEPOSIT SUBJEC	DATE	
HD-101 ECEIVED FOR CODE OR ANY	DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL	(OR TOTAL FROM OTHER SIDE)
DELUXE H MS ARE REI MERCIAL CO	SIGN HERE FOR CASH RECEIVED (IF REQUIRED)	SUB TOTAL
© DELUXE CHECKS AND OTHER ITEMS ARE F OF THE UNIFORM COMMERCIAL	5	*LESS CASH RECEIVED
CHECKS AN OF THE U	DELUXE CORP YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP	\$
	10000678941 12345678"	
		<b>A</b>

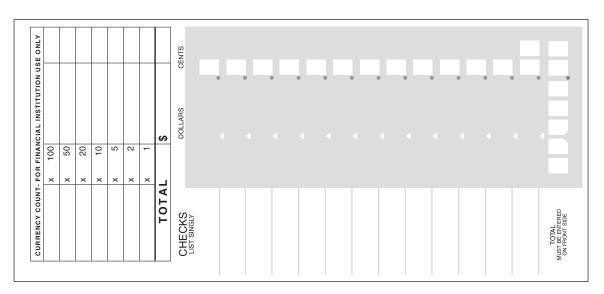


# Practice Exercises Depositing Money

(continued)

5 Today, you deposit \$1.65 in cash and four checks: Billings Realty—\$132.12; John Keller—\$14.00; Mary Blake —\$25.00; and an IRS refund check—\$300.00. You would like \$50.00 cash back. How would you complete this sample deposit ticket properly?





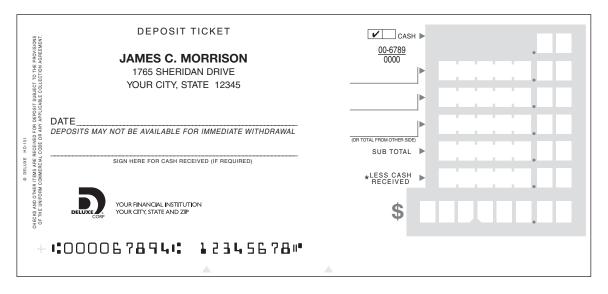


# Practice Exercises Depositing Money

(continued)

6

You have a balance of \$85.23 in your account. Today is April 16 and you deposit two checks: Norelco, Inc.—\$2.50 and a state tax refund— \$35.00. You do not want any cash back. Later in the day, you deposit \$50.00 more at an ATM. Complete the sample deposit ticket to reflect the first deposit. Also record both deposits in the sample register.



AD Auto	matic Depos	sit <b>AP</b> Automatic Payment <b>ATM</b> -Teller Machine	DC-Det	oit Card	T-Ta	ax Deductible	TT-Telephone	Transfer
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMEN		FEE	DEPOSIT AMOUNT	S BALA	NÇE
					_			



## Practice Exercises Endorsing A Check

7 You have a check you want to deposit by mail. How do you endorse the sample properly?

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

8 You want to give Pat Lind this check to pay for the groceries she bought you. How do you endorse the sample properly?



## Practice Exercises Balancing Your Account

**9** From the check register and monthly financial institution statement below, reconcile your account using the form on page 25.

<b>AD</b> -Auto	matic Depo	osit <b>AP</b> -Automatic Payment <b>ATM</b> -Teller Machine	<b>DC</b> -De	bit Car	d 📕	T-Ta	ix Deductib	e	TT-Telephone	Transfer
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMEN AMOUN		$\checkmark$	FEE	DEPOSI AMOUN		\$	
3881	9/9	Betty Randall St. Paul Electric	\$ 35	00	V	\$			2904	04
3882	9/15	St. Paul Electric	60	00					2844	- 04
3883	9/17	Sinclairs Pete's Garage	33	19					2812	85
3884		Pete's Barage	63	6Ò					2749	25
	9/19	Deposit			${\tt D}$		50	00	2799	25
3885	9/2	Sears	200	00					2599	25
3886	4/25	Village	2,54	66					2344	59
3887	10/3	Cub	63	60					22.80	99
3888	10/3	Main Bank	1719	98					561	01
	10/5	Deposit			D		945	50	1504	51
3889	10/4	Mountie 's	54	36					1452	15
3890	10/11	Ryan Potlatch	36	60					1416	15

 YOUR FINANCIAL INSTITUTION

 STREET ADDRESS
 24 HOUR TELEPHONE TRANSFER LINE — - 123-5678

 CITY STATE 12345
 CUSTOMER SERVICE NUMBER — -567-1234 EXT 290

PAGE 1

\*\*\*\*\*

JAMES C. MORRISON MARY A. MORRISON 1765 SHERIDAN DRIVE YOUR CITY STATE 12345

\*\*\*\*\*\*\*\*\*\*

DEPOSIT ACCOUNTS DETAIL CHECKING REGULAR CHECKING

ACCOUNT: 12345678 SEC. SEC. 000-00-0000

THIS STATEMENT SHOWS ALL TRANSACTIONS FROM SEP 14, 19- THRU OCT 12, 19-

DEPOS	SITS		CHE	ECKS AND V	VITHDF	RAWALS	S	DAILY	BALANCES
DATE	AMOUNT	NO.	DATE	AMOUNT	NO.	DAT	E AMOUNT	DATE	AMOUN
9/19	50.00	3882		60.00				9/15	2811.0
		****						9/18	2747.4
OTHER ADDIT	IONS	3884	4 9/18	63.60				9/19	2797.4
DEPOSIT		3885	5 9/26	200.00				9/25	2542.7
DELUXE CHEC	CK PRI	3886	6 9/26	254.66				9/26	2342.7
10/05	945.50	3887	7 10/03	63.60				10/03	559.2
		3888	3 10/03	1719.98				10/05	1504.7
		3890		36.00				10/11	1468.7
		***	* INDICATES	ONE OR M	ORE M	ISSING	GHECKS		
	ENDI	٧G	DEPOSITS	& CREDITS	С	HECKS	S & DEBITS	ENDI	NG
	BALAN 9/14/		NO.	AMOUNT	N	0.	AMOUNT	BALAN 10/12	
	2906.	04	2	995.50		7	1503.70	1503.	70
			2	335.50		'	1505.70	1503.	/0
							ENCLOSU	IBES	8

## Practice Exercises Balancing Your Account (continued)

This form is usually found on the back side of your statement.

HOW TO BALANCE YOUR ACCOUNT		1	ITS, ( NOT LIS	CHECKS AND W	TATEMENT
. I I I lon shown on the front of thi . In the appropri i li i i Is w ich are listed i I			DEPOSITS	CHECK NUMBER	CHECKS AND WITHDRAWALS
. I these two column			   	1	
ing balance from the front of the					
. lance the total of the deposi					
. I of the ithdrawals made from your account but no listed on the statemen	t				 
IS IS YOUR BALANC			-		
			1		
			i		
		2			
			ENDING BALANCE	FROM THE	i
	3		FRONT OF THIS S	TATEMENT	
	4		PLUS THE TOTAL I DEPOSITS COLUM		
you t Ink ther Is an error I lease telephone			SU -		
r wri ly at the phone number or address shown on the ont of the	5		INUS THE TOTAL WITHDRAWALS C		
			BALANCE (Should	agree ance)	1



JAMES C. MORRISON	00-6789/0000 12345678	561
1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	DATE Joday's A	ate
PAY TO THE AUCTO Re-New	0	132.53
One hundred, thirty-	1 0 52/-	OLLARS Decutive feet
YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP		
MEMO AUto repair	SAMPLE - V James C. V	•
+1:0000678941: 12345678"		

JAMES C. MORRISON	00-6789/0000 12345678	562
1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	DATE Doday's	Date
PAY TO THE Super - Buy	\$	10.57
Jen any 57/100-		OOLLARS Decurity for
DELUXE YOUR CITY, STATE AND ZIP	SAMPLE - V	
MEMO groceries	James C.	Thorrison
+1:0000678941: 12345678	• 0562	



## Answers to Practice Exercises (continued) 00-6789/0000 563 12345678 JAMES C. MORRISON 1765 SHERIDAN DRIVE DATE Joday's Date YOUR CITY, STATE 12345 nerican Health Club

15/100

12345678

3

PAY TO THE

YOUR FINANCIAL INSTITUTION YOUR CITY, STATE AND ZIP

monthly dues

0000678941

ORDER (

MEMO

MALE

DELUXE

AD Auto	matic Depo	osit <b>AP</b> Automatic Payment <b>ATM-T</b> eller Machine	DC-Det	oit Car	d	<b>T</b> -T	ax Deductibl	e	TT-Telepho	one Transfer
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	P <b>A</b> YMEN AMOUN		1	FEE	DEPOSI AMOUN	r T	\$ 10	0 00
563	4/20	all american Health Club With drawal	\$ 36	75	5	\$			6	325
	4/20	Withdrawal	20	$\mathcal{O}$	ATT	7			- 43	3 25

0563



36.75

DOLLARS Security features

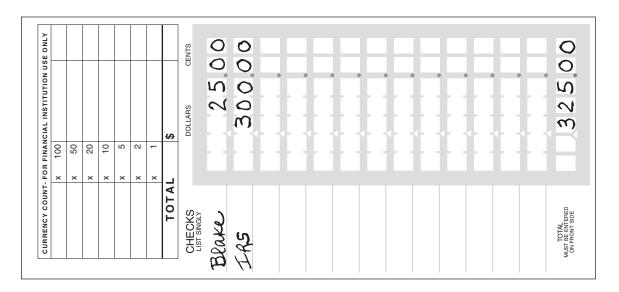
SAFETY PAPE

\$

SAMPLE-VOID Ames C. Morrison

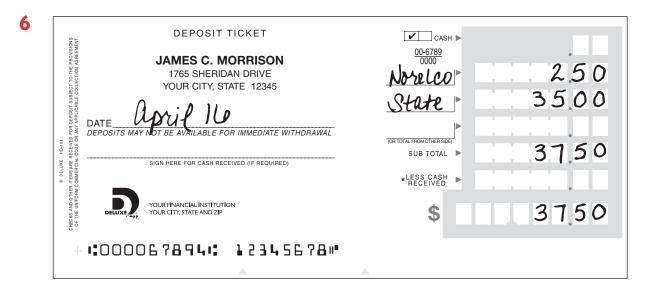
## Answers to Practice Exercises (continued)







## Answers to Practice Exercises (continued)

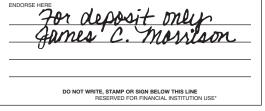


AD Auto	matic Depo	osit <b>AP</b> Automatic Payment <b>ATM-T</b> eller Machine	DC-Det	oit Card	T-Tax	Deductib	le	TT-Telephone	Transfer
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	P <b>A</b> YMEN AMOUN		FEE	DEPOSI AMOUN	f IT	\$ B <b>85</b>	23
	4/16	Deposit		D		37	50	122	73
	716	Deposit		нп	71 .	50	$\boldsymbol{\omega}$	112	13
			<b></b>						



## Answers to Practice Exercises (continued)

## 7



Morrison_

9

#### DEPOSITS, CHECKS AND WITHDRAWALS NOT LISTED ON THIS STATEMENT HOW TO BALANCE YOUR ACCOUNT 1 CHECK NUMBER CHECKS AND WITHDRAWALS DEPOSITS 1. Check off in your account register each transaction shown on the front 3883 33:19 of this statement. In the appropriate space to the right, list the deposits and checks or withdrawals which are listed in your register but not on the statement. 54:31 3889 2. Total these two columns. 3. ENTER your ending balance from the front of this statement. 4. ADD to your balance the total of the deposits made to your account but not listed on the statement. 5. SUBTRACT the total of the withdrawals made from your account but not listed on the statement. 6. THIS IS YOUR BALANCE. 2 87 55 ENDING BALANCE FROM THE 1503:70 3 FRONT OF THIS STATEMENT PLUS THE TOTAL FROM THE 4 DEPOSITS COLUMN ABOVE 1503:70 SUB-TOTAL If you think there is an error in your statement, please telephone or write us promptly at the phone number or address shown on the front of this statement. MINUS THE TOTAL OF THE WITHDRAWALS COLUMN ABOVE 87 55 5 BALANCE (Should agree 14/6:15 6 with the register balance)

8

