Student Activities





lesson 6 quiz: electronic banking

choose the correct answer.

1. — The bank pays for the use of money in the form of:

- a. a minimum deposit.
- b. interest.
- c. savings.
- d. cash from an ATM.

2. — Electronic banking services often require the use of:

- a. an inquiry.
- b. a checking account.
- c. a deposit.
- d. a PĬN.

3. ____ If you and your mother open a bank account together, it's called:

- a. a joint account.
- b. an electronic banking service.
- c. an automatic payment.
- d. a checking account.

4. ____ Which of the following tasks will an ATM not allow?

- a. withdraw cash
- b. find the current balance in your account
- c. make a deposit
- d. cash a check

5. — Which of these statements about a debit card is not true?

- a. It is faster and easier to use than paying with a check.
- b. You don't have to carry as much cash if you have one.
- c. You don't have to worry about your balance like you do with a checkbook.
- d. It allows you to withdraw money at an ATM.

name:	date:	
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opening a bank account

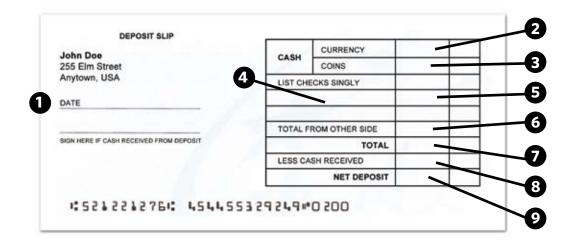


directions

Complete the signature authorization card below. Print your personal information neatly. Sign the card, using your full name.

ACCOUNT	NUMBER
DATE	
SIGNATURE AUTHORIZATION	CARD
AME	TYPE OF ACCOUNT
DDRESS	
DDRESS	Joint
HONE	Business
OCIAL SECURITY NO.	Partnership
OU ARE HEREBY AUTHORIZED TO RECOGNIZE ANY* UBSCRIBED HERE IN THE PAYMENT OF FUNDS OR TH USINESS FOR THIS ACCOUNT. IT IS AGREED THAT ALI ETWEEN THE BANK AND THE DEPOSITOR SHALL BE ONTACT PRINTED ON THE REVERSE SIDE OF THIS CA	E TRANSACTION OF ANY L TRANSACTIONS GOVERNED BY THE
UTHORIZED SIGNATURE AUTHORIZED SI	CNATIDE

making a deposit



- **1. Date** Write today's date.
- **2. Bills** If you are depositing paper bills, write the amount.*
- **3. Coins** If you are depositing coins, write the amount.*
- **4. Checks** If you are depositing a check, write the bank transit number.
- **5. Amount** Write the amount of the check here.*
- **6. Other Checks** List the total amount of the checks listed on the reverse side of the deposit slip.*
- **7. Total** Write the total amount you are depositing here.*
- **8. Cash** If you want the bank teller to give you money back from the deposit, write the amount of cash you want here.*
- **9. Net Deposit** Subtract the cash amount you want back. Then write the net (final) amount of your deposit.*

*Remember to...

place the dollar amount to the left of the vertical line.

place the cents amount to the *right* of the vertical line.

name:	 date:	



writing out amounts



3. \$71.22

directions

Write the following amounts of money using words, as you would on a check.

1. \$836.99 ______ DOLLARS

2. \$3,455.00

_____ DOLLARS

_____DOLLARS

4. \$569.07 ______ DOLLARS

5. \$9,670.11 ______ DOLLARS

Word Bank:

10: ten 15: fifteen 20: twenty 70: seventy

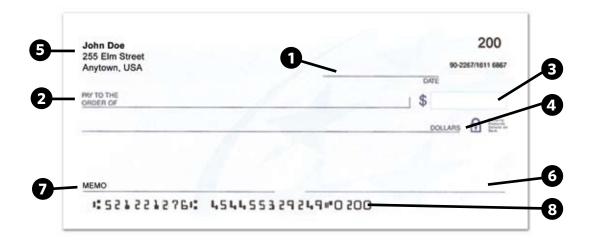
11: eleven 16: sixteen 30: thirty 80:eighty

12: twelve 17: seventeen 40: forty 90: ninety

13: thirteen 18: eighteen 50: fifty _00: hundred

14: fourteen 19: nineteen 60: sixty _000: thousand

writing a check



1. Date

Write today's date.

2. Payee

Write the name of the person or company that you are paying.

3. Amount of check in numbers

Write the amount of the check in numbers. Be careful not to leave any space between your numbers.

4. Amount of check in words

Write the amount of the check in words.

5. Name

Your personal information is printed here. Never list your Social Security number on your printed check.

6. Signature

Sign your check the same way you signed your name on the signature card.

7. Memo

Write why you wrote the check. If you are paying a bill, put down any information requested by the company.

8. Identification numbers

These numbers identify your bank, account number, and the check number. They are printed in special magnetic ink that machines can read.



writing a check







name:	date: _	
u	uutti _	



keeping a running balance



directions

Record checks, a check card payment, an ATM transaction and a deposit in the checkbook register below. Include the date, description, and amount of each entry. Calculate the balance.

- 1. May 26: write beginning balance of \$527.96.
- 2. May 27: write check #107 to Mrs. Wilson. You pay your landlord your share of the rent payment: \$225.00.
- 3. May 28: make a check card payment to Foodland. You pay \$22.52 for groceries.
- 4. June 1: write check #108 to Bank of Illinois. You make a car payment of \$165.23.
- 5. June 2: write check #109 to Interstate Phone Service for \$62.77.
- 6. June 2: use your ATM card to withdraw \$20.00.
- 7. June 15: you deposit your paycheck for \$425.00. Write this amount in the DEPOSIT column.

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT	BALANCE AMOUNT

name:	date:	



keeping a running balance



directions

Use the check register you just completed to answer the questions:

1.	What was your account balance on May 30?
	Your favorite band just released a new CD. It costs \$21.00. Can you afford to buy the CD on June 3? What will your account balance be if you do?
	You find a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 16? What will your account balance be if you do?

4. What was the amount of check #109? Who was it payable to?

name:	date:



create a check register

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT	BALANCE AMOUNT

name:	date:



reading a bank statement



directions

Using the bank statement on the next page, answer the following questions:

1. What period does this statement cover?
1
2. What is the account number of this statement?
2. What is the account number of this statement:
3. How many deposits were made?
What were the amounts?
4. How many checks cleared?
What was the total dollar amount of the checks that cleared?
5. How many ATM transactions were there?
6. What was the total amount of debit card transactions?
7. What did service charges cost?
8. What is the new balance of the account?
9. Did check #182 clear?
What was the amount?
10. Did check #185 clear?

date: .



reading a bank statement

CHECKING ACCOUNT 0471-678	Total of 3	Statement Bala Deposits For 0 Withdrawals I		9		612.04 1,980.68 + 1,705.25 -	
	New Bala	nce				883.97 +	
CHECKS &	CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT	
OTHER DEBITS	181	5/24	15.00	184	5/17	1232.27	
0471-678	182	6/04	17.00	*186	5/30	54.47	
	183	5/26	217.54	187	6/03	53.97	
	Withdra	Withdrawal #00281 at ATM #423A			5/24	40.00	
	Withdra	Withdrawal #02628 at ATM #423A			5/30	20.00	
	Withdra	wal #08744 at A1	ΓM #430E		6/15	20.00	
DEPOSITS &					DATE POSTED	AMOUNT	
OTHER CREDITS	Transfer	from 4039-557	at ATM #423C		5/27	1200.00	
	Custome	Customer Deposit at ATM #423A on 5/12				521.78	
	Direct D	Direct Deposit from #05323 on 5/17				258.90	
ATM LOCATIONS							

name:	 date:	



reconciling an account



directions

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

CHECK	DATE	DESCRIPTION		TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
NO.			-					366	97
161	6/4	Sound Out	216	30				216	30
		bew CD player						150	67
ATM	6/18	withdrawal	35	00				35	00
		spending money						115	6
ChkCrd	6/18	Check Card	55	00				55	00
		Foodland Groceries						60	6
ATM	6/23	deposit				1200	00	2100	00
		transfer from savings						1260	67
162	6/24	Racy's	82	87				82	8
		new clothes						1177	80
ATM	6/25	withdrawal	20	00				20	00
		movie and pizza						1157	80
163	6/26	Woodland Apt's	1000	00				1000	00
		rent						157	80
ChkCrd	6/26	E-Z Shoppe	54	11				54	1
		groceries						103	69
164	7/5	CD Place	26	31				26	3
		acct. #7M3406						77	38
165	7/14	Lucasfilm, Ltd.	10	00				10	00
		"Monkey Island" T-shirt						67	38
АТМ	1/19	deposit				253	17	253	17
		pay check						320	5



reconciling an account

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 checking register

Use the reconciliation worksheet above to answer the following questions: