

Student Activities



Lesson Six

Using Banking Services



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 PIN.

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: _____



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 | |
| NAME _____ | TYPE OF ACCOUNT |
| ADDRESS _____ _____ | <input type="checkbox"/> Individual |
| PHONE _____ | <input type="checkbox"/> Joint |
| SOCIAL SECURITY NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Business |
| <p>YOU ARE HEREBY AUTHORIZED TO RECOGNIZE ANY* OF THE SIGNATURES SUBSCRIBED HERE IN THE PAYMENT OF FUNDS OR THE TRANSACTION OF ANY BUSINESS FOR THIS ACCOUNT. IT IS AGREED THAT ALL TRANSACTIONS BETWEEN THE BANK AND THE DEPOSITOR SHALL BE GOVERNED BY THE CONTACT PRINTED ON THE REVERSE SIDE OF THIS CARD.</p> | |
| _____ AUTHORIZED SIGNATURE | _____ AUTHORIZED SIGNATURE |
| <i>* If you wish to use two signatures, sign both signatures on the form.</i> | |



making a deposit

| DEPOSIT SLIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|------|----------|--|--|--|--|----------|--|-------|--|--|--|--|----------|--------------------|--|--|--|--|--|----------|-----------------------|--|--|--|--|--|----------|-------|--|--|--|--|--|----------|--------------------|--|--|--|--|--|----------|-------------|--|--|--|--|--|
| John Doe 255 Elm Street Anytown, USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SIGN HERE IF CASH RECEIVED FROM DEPOSIT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">CASH</td> <td style="width: 20px; text-align: center;">CURRENCY</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td style="text-align: center;">COINS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td colspan="2">LIST CHECKS SINGLY</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td colspan="2">TOTAL FROM OTHER SIDE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">7</td> <td colspan="2" style="text-align: center;">TOTAL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">8</td> <td colspan="2">LESS CASH RECEIVED</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">9</td> <td colspan="2" style="text-align: center;">NET DEPOSIT</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 2 | CASH | CURRENCY | | | | | 3 | | COINS | | | | | 5 | LIST CHECKS SINGLY | | | | | | 6 | TOTAL FROM OTHER SIDE | | | | | | 7 | TOTAL | | | | | | 8 | LESS CASH RECEIVED | | | | | | 9 | NET DEPOSIT | | | | | |
| 2 | CASH | CURRENCY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | COINS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 | TOTAL FROM OTHER SIDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | LESS CASH RECEIVED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | NET DEPOSIT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ⑆ 52222276 ⑆ 454455329249#0200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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



directions

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

1. \$836.99

_____ DOLLARS

2. \$3,455.00

_____ DOLLARS

3. \$71.22

_____ 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

The image shows a sample check with the following fields and callouts:

- 5**: Name and address (John Doe, 255 Elm Street, Anytown, USA)
- 1**: Date
- 2**: Payee (PAY TO THE ORDER OF)
- 3**: Amount in numbers (200)
- 4**: Amount in words (DOLLARS)
- 6**: Signature
- 7**: Memo
- 8**: Identification numbers (MICR line)

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.

name: _____

date: _____



writing a check

John Doe
255 Elm Street
Anytown, USA

90-2267/1611 6867

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS  Security Features on Back

MEMO _____

⑆ 521221276⑆ 454455329249⑈0 200

John Doe
255 Elm Street
Anytown, USA

90-2267/1611 6867

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS  Security Features on Back

MEMO _____

⑆ 521221276⑆ 454455329249⑈0 200

John Doe
255 Elm Street
Anytown, USA

90-2267/1611 6867

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS  Security Features on Back

MEMO _____

⑆ 521221276⑆ 454455329249⑈0 200



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?

2. 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?

3. 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?



reading a bank statement



directions

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? _____
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? _____

name: _____

date: _____



reading a bank statement

| THIS STATEMENT COVERS 5/20/09 through 6/18/09 | | | | | | |
|---|--|------------------|---------------|--------------|--------------------|---------------|
| CHECKING ACCOUNT 0471-678 | Previous Statement Balance On 5/19/09 | | 612.04 | | | |
| | Total of 3 Deposits For | | 1,980.68 + | | | |
| | Total of 10 Withdrawals For | | 1,705.25 - | | | |
| | New Balance | | 883.97 + | | | |
| CHECKS & OTHER DEBITS 0471-678 | CHECK | DATE PAID | AMOUNT | CHECK | DATE PAID | AMOUNT |
| | 181 | 5/24 | 15.00 | 184 | 5/17 | 1232.27 |
| | 182 | 6/04 | 17.00 | *186 | 5/30 | 54.47 |
| | 183 | 5/26 | 217.54 | 187 | 6/03 | 53.97 |
| | Withdrawal #00281 at ATM #423A | | | | 5/24 | 40.00 |
| | Withdrawal #02628 at ATM #423A | | | | 5/30 | 20.00 |
| | Withdrawal #08744 at ATM #430E | | | | 6/15 | 20.00 |
| DEPOSITS & OTHER CREDITS | | | | | DATE POSTED | AMOUNT |
| | Transfer from 4039-557 at ATM #423C | | | | 5/27 | 1200.00 |
| | Customer Deposit at ATM #423A on 5/12 | | | | 6/14 | 521.78 |
| | Direct Deposit from #05323 on 5/17 | | | | 6/18 | 258.90 |
| ATM LOCATIONS USED | 423A: 2500 Centre Plaza, Anytown, USA | | | | | |
| | 423C: 3500 Centre Plaza, Anytown, USA | | | | | |
| | 430E: 945 Hamilton Avenue, Big City, USA | | | | | |
| | | | | | | |



reconciling an account



directions

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

| CHECK NO. | DATE | DESCRIPTION | TRANSACTION AMOUNT | | DEPOSIT AMOUNT | | BALANCE | |
|-----------|------|-------------------------|--------------------|----|----------------|----|---------|----|
| | | | | | | | 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 | 67 |
| ChkCrd | 6/18 | Check Card | 55 | 00 | | | 55 | 00 |
| | | Foodland Groceries | | | | | 60 | 67 |
| ATM | 6/23 | deposit | | | 1200 | 00 | 2100 | 00 |
| | | transfer from savings | | | | | 1260 | 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 Apt's | 1000 | 00 | | | 1000 | 00 |
| | | rent | | | | | 157 | 80 |
| ChkCrd | 6/26 | E-Z Shoppe | 54 | 11 | | | 54 | 11 |
| | | groceries | | | | | 103 | 69 |
| 164 | 7/5 | CD Place | 26 | 31 | | | 26 | 31 |
| | | acct. #7M3406 | | | | | 77 | 38 |
| 165 | 7/14 | Lucasfilm, Ltd. | 10 | 00 | | | 10 | 00 |
| | | "Monkey Island" T-shirt | | | | | 67 | 38 |
| ATM | 1/19 | deposit | | | 253 | 17 | 253 | 17 |
| | | pay check | | | | | 320 | 55 |

