

Why Do You Want a Checking Account?

- Money is kept safe
- A record is kept of what you spend and what you earn
- You gain interest on the money you put in the bank
- There are protections against fraud



- 1. Only write check when you have enough money in your account
 - 1. When you disregard this rule, it is called a "bounced check"
- 2. Write checks legibly.

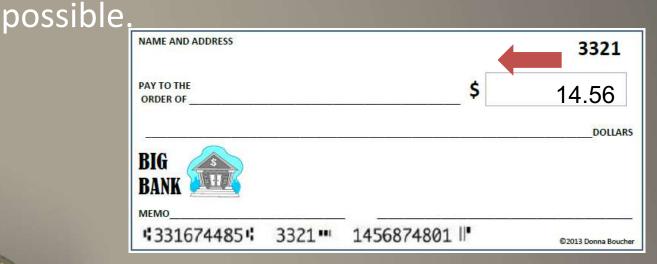
3. Write the amount as far to the

National City.

Section 10 for the designations

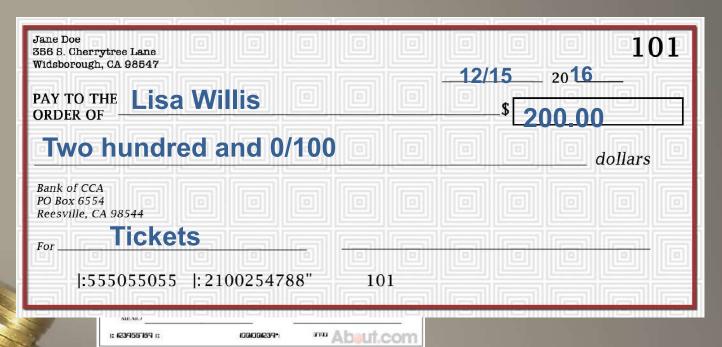
Notice of the designations

Notice of



Rules to Using a Checking Account

- 4. Always use a pen
- 5. Don't sign a blank check
 - 4. Can this check be cashed?



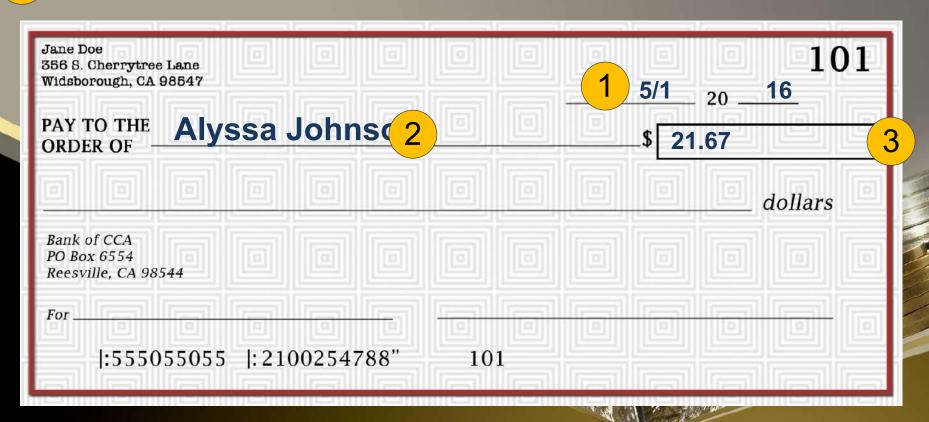
Rules to Using a Checking Account

- 9. Record every transaction in your register
- 10. Keep a running balance in the register

Check Number	Date	Transaction Description	Payment/ Debit (-)	V	Deposit/ Credit (+)	Balance	1	
		Balance Forward				27.42	Credit (+)	Balance
DEP	7/20	Deposit paycheck			800.00	+800.00 827.42		
DC	7/24	Dinner	25.00			-25.00 802.42		
476	7/26	Utilities	37.42			-37.42 765.00		
						705.00		
5								

Writing a Check

- Date the check. Generally, you do not want post-date it in case you do not have the funds to cover it.
- Write the name of the person or place that you are giving the money to. If it is a person, use a first and a last name.
- In dollars and cents, write the amount of the check, staying close to the dollar sign.



Writing a Check

- Spell out the amount in words, using 0/100 format for cents. This makes it much harder to fraud your check. Draw a line to the end.
- Sign your name in cursive. You must have a signature that is relatively the same every time you sign.
- 6 After the word "for" you can list what the check is for, but it's not required.



Withdrawals

- Write the check number in this space. You can also write "DEB" for a debit, or "DEP" for deposit if you want.
- 2 Enter the date.
- Write who the check is for. If it's a deposit, write "deposit."

Check Number	Date	Description of Transaction	Payment		Deposit		Balance	
							675	35
101	5/1	Alyssa	3					
		Johnson						
	2							

Withdrawals

- If you are SPENDING money—either by check, ATM withdrawal, or debit, enter the amount you are withdrawing.
- 5 If making a deposit, the amount goes in the deposit column.
- 6 Write your balance here. Subtract money you spent, and add money you put in.

				4							
Check Number	Date	Description of Transaction	Payment Deposit		Ва	lance					
							675	35	6		
101	5/1	Alyssa	21				653	6 8	_		
	5/6	Jobes88it	67	5	15	0 0	803	68	+		
									_		
			Keeping a running balance keeps you aware of how much money is in your account so you do not bounce a check. Bouncing checks will rack up fees very								
			quickly!								
		_							30 82		
									Ge 2		