



Managing Your Money with a Checking Account

Information taken from financeintheclassroom.org

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



Rules to Using a Checking Account

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 possible.



NAME AND ADDRESS		3321
PAY TO THE ORDER OF		\$ 14.56
		DOLLARS
BIG BANK 		
MEMO		
⑆331674485⑆ 3321 ⑆ 1456874801 ⑆		
©2013 Donna Boucher		

4. Can this check be cashed?

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

[illegible]

Writing a Check

- 1 Date the check. Generally, you do not want post-date it in case you do not have the funds to cover it.
- 2 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.
- 3 In dollars and cents, write the amount of the check, staying close to the dollar sign.

Jane Doe
356 S. Cherrytree Lane
Widsborough, CA 98547

101

1 5/1 20 16

PAY TO THE ORDER OF **Alyssa Johnson** 2 \$ 21.67 3

dollars

Bank of CCA
PO Box 6554
Reesville, CA 98544

For _____

|:555055055 |:2100254788" 101

Writing a Check

- 4 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.
- 5 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.

Jane Doe
356 S. Cherrytree Lane
Widsborough, CA 98547

PAY TO THE ORDER OF **Alyssa Johnson**

5/1 20 **16**

\$ **21.67**

4 **Twenty-One and 67/100** dollars

Bank of CCA
PO Box 6554
Reesville, CA 98544

For **Theater Tickets**

6 **Jane Doe** **5**

Account Number Routing Number Check Number
|:555055055 |:2100254788" 101

Withdrawals

- 1 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.
- 3 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 Johnson						



Withdrawals

4

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		Balance	
							675	35
101	5/1	Alyssa	21				653	68
	5/6	John's deposit	67		150	00	803	68

6

5

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!