

## ILLUSTRATION

## 21.2

# The Finer Points of Writing a Check

Look at the sample check as you read the procedures for filling one out.

1. Write the current date.
2. Write the name of the person or company you would like to pay. This person is called the payee.
3. Enter the amount of the check in numbers, including a decimal point and cents. Start the numbers as close to the dollar sign as possible.
4. Enter the amount of the check in words. Start writing from the far left side of the line. Follow the dollar amount by the word *and*, then write the cents amount as a fraction, over 100. (If there are no cents, use 00.) Draw a line from the end of your writing to the end of the line so there is no additional room to insert words or numbers.
5. Sign your check the same way you signed the signature card when you opened your account.
6. Write the purpose of the check. You may also use this space to write the account or invoice number of the bill you are paying.

Sarah Jones  
123 Luxury Lane  
Richmondville, NC 27710

0993

Date April 28, 200105-10430 NC  
73Pay to the  
order ofSylvia Rodriguez

\$ 100.35

One Hundred and 35/100

Dollars

Bank of America.

For Used FurnitureSarah Jones

⑆053000196⑆ 000687941443⑆ 0993

**EXERCISE**  
**21.3**

# Keeping a Checking Account

**Instructions:** Suppose that you have a checking account. Imagine that you are writing checks to businesses listed below and depositing money in the checking account. Complete the checks and the deposit tickets correctly and keep a record of each transaction in the check register.


March 1	Opened account with \$250 deposit.
March 7	Paid \$30 to CD Sales to buy some CDs which were on sale.
March 8	Paid \$50 for sweater to A. J. Vitullo Company.
March 10	Paid \$45.10 to the Acme Bicycle Shop for repairs to bicycle.
March 12	Paid Happy Pets Store \$10.00 for pet supplies.
March 14	Deposited \$50 gift money into account.
March 16	Paid \$16 to Lawson High School for two tickets to area basketball game.
March 18	Took \$50 out of account for spending money.

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

**DEPOSIT TICKET**

DATE \_\_\_\_\_ 20\_\_\_\_\_

**Bank of America**



⑆02⑆00002⑆⑆ 374

CASH		
TOTAL		
LESS PAYEE REFERENCE		
<b>NET DEPOSIT</b>		


BE SURE EACH ITEM IS PROPERLY ENDORSED

The deposit is accepted subject to verification of the amount of the cash, commercial note and the name and signature of the depositor. Deposits may not be available for withdrawal.

**John Q. Public**  
**123 Money Lane**  
**Richmondville, NC 27710**

**DEPOSIT TICKET**

DATE \_\_\_\_\_ 20\_\_\_\_

**Bank of America** 

⑆021000021⑆ 374

CASH			
100			
50			
20			
10			
5			
1			
<b>TOTAL</b>			
LESS: CHECKS DEPOSITED			
<b>NET DEPOSIT</b>			

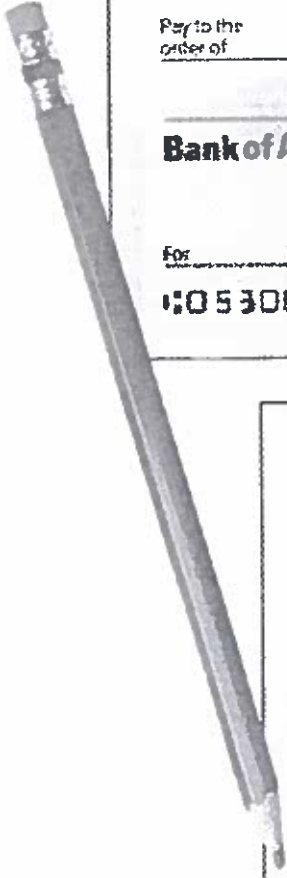
BE SURE EACH ITEM IS PROPERLY ENDORSED

The deposit is accepted subject to verification. The provisions of the Uniform Commercial Code and the laws and regulations of our financial institution. Deposits may not be available by immediate withdrawal.

PLEASE BE SURE TO DEDUCT CHARGES THAT AFFECT YOUR ACCOUNT

CHECK #	DATE	TRANSACTION DESCRIPTION	WITHDRAWAL / SUBTRACTIONS	FEE / IF ANY	DEPOSIT / ADDITIONS	BALANCE

THEME 5 - MONEY MANAGEMENT




John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0994  
EP-19620 NC  
73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

**Bank of America.** 

For \_\_\_\_\_


⑆053000196⑆ 000687941443⑆ 0994

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0995  
EP-19620 NC  
73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

**Bank of America.** 

For \_\_\_\_\_


⑆053000196⑆ 000687941443⑆ 0995

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0996  
EP-19620 NC  
73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

**Bank of America.** 


For \_\_\_\_\_


⑆053000196⑆ 000687941443⑆ 0996

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0997  
66-15/530 NC 73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars 

**Bank of America.** 


For \_\_\_\_\_


⑆053000196⑆ 000687941443⑈ 0997

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0998  
66-15/530 NC 73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars 

**Bank of America.** 


For \_\_\_\_\_


⑆053000196⑆ 000687941443⑈ 0998

John Q. Public  
123 Money Lane  
Richmondville, NC 27710

Date \_\_\_\_\_ 0999  
66-15/530 NC 73

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars 

**Bank of America.** 

For \_\_\_\_\_

⑆053000196⑆ 000687941443⑈ 0999



**EXERCISE**  
**21.4**

# Financial Services Survey

## FACTS ABOUT FINANCIAL INSTITUTIONS

Name of financial institution \_\_\_\_\_

Address \_\_\_\_\_

Total number of locations \_\_\_\_\_ Hours/days \_\_\_\_\_

Membership or other qualifications required to do business \_\_\_\_\_

Type of institution (*check one*)

- Bank
- Brokerage firm
- Credit union
- Savings & loan association

Survey conducted (*check one*)

- By phone
- In person
- Other \_\_\_\_\_

**Check all financial services that this institution offers:**

**Deposit services**

- Checking accounts
- Savings accounts
- Certificates of deposit (CDs)
- Direct deposit and automatic withdrawal
- Deposit insurance (such as FDIC)
- Automated teller machines (ATMs)

**Credit services**

- Credit cards
- Installment loans
- Lines of credit
- Mortgages
- Home equity loans
- Student loans
- Small business loans

**Investment services**

- Retirement accounts (IRAs, SEPs, KEOGHs)
- Stocks and bonds
- Mutual funds