



choosing a checking account

name of bank:

branch information

■ Branch nearest your home:

■ Branch nearest your work:

■ Number of branches:

number of ATMs:

bank hours:

are your funds insured?

types of accounts:

fees:

■ Must maintain a minimum daily balance of:

■ Must maintain an average daily balance of:

■ Monthly maintenance charge:

interest:

■ How much interest do you earn on your account?

■ How is it calculated?

charges:

checks:

Printing checks

Bouncing checks

Stopping checks

Certifying checks

balance inquiries:

At teller window

At ATMs

By phone

withdrawals at:

Teller window

Bank-owned ATMs

Regional network ATMs

National network ATMs

International network ATMs

special services:

Fund transfer by phone

Pre-authorized bill payment

Signature guarantee

Bill payment by phone

Check card

Overdraft protection

deposits:

name: _____

date: _____



keeping a running balance

record deposits and keep a running balance in the checkbook register below.

1. On May 26, your balance is \$527.96.
2. On May 27, you write check #107 to your landlord, Mrs. Wilson, for \$226.00.
3. On May 28, you use your check card at Foodland for \$22.52.
4. On June 1, you write a check for \$156.32 to Bank of Illinois for your car payment.
5. On June 1, you realize your check to the Bank of Illinois should have been for \$165.23, so you void the first check and write a new check for \$165.23.
6. On June 2, you write a check to Interstate Phone Service for \$62.77.
7. On June 2, you use your ATM card to withdraw \$20.00.
8. On June 15, your paycheck for \$425.00 is automatically deposited.
9. On June 15, you use your check card at Gifts Plus to buy a \$18.99 birthday present for your mother.
10. On June 15, you write a check for \$246.45 to State Ranch to cover your car insurance premium.
11. On June 22, you transfer \$100.00 online from your checking account to your savings account.
12. On June 24, you use your check card at Gas Up to fill up your car. You spend \$12.88.
13. On June 28, you use your ATM card to withdraw \$30.00 from your checking account.

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT AMOUNT	BALANCE

keeping a running balance (continued)

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT AMOUNT	BALANCE

use the check register you just completed to answer the following questions:

- 1. What was your account balance on May 30?
- 2. Could you have paid your car insurance payment on June 1 instead of June 15? If not, why?
- 3. The love of your life has been in a bad mood lately, and you think an expensive present might help. You've found a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 8? What will your account balance be if you do?
- 4. The hottest new band in town has just released a CD. It costs \$21.99. Can you afford to buy the CD on June 2? What will your account balance be if you do?
- 5. What was your account balance after you withdrew \$30.00 on June 28?
- 6. What was the amount of check #111, to whom did you write it, and for what?



reading a bank statement

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 and what were the amounts?
- 4.** How many checks cleared and what was the total dollar amount of the checks that cleared?
- 5.** Were there any ATM withdrawals? If so, how many were there and what was the total amount?
- 6.** What is the total of all withdrawals (checks, ATM transactions, check card transactions, service charges)?
- 7.** What is the new balance of the account?
- 8.** Did check #182 clear?
- 9.** What was the amount of check #183?
- 10.** Did check #185 clear?
- 11.** What was the amount of check #181?

reading a bank statement (continued)

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 9 Withdrawals For				1,670.25 -	
	New Balance				922.47+	
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
					5/24	40.00
					5/30	20.00
					6/15	20.00
		Withdrawal #00281 at ATM #423A				
		Withdrawal #02628 at ATM #423A				
		Withdrawal #08744 at ATM #430E				
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					