



Consumer Math Notes

Unit 3: Checking/Savings

Vocabulary

An order to pay money from your checking account to a person or company

Putting money into a bank account

A paper you fill out which tells you how much money (cash or checks) you are depositing

The way you sign your name

A record of checks and deposits made to a checking account

When you take money out of an account

How much money is in an account

Check Writing Steps

SAMPLE CHECK AT IMMIHELP.COM

1765 SHERIDAN DRIVE
YOUR CITY, STATE 12345

1 November 19, 2007

7 101

2 **Verizon**

3 \$ **127.89**

4 **One hundred twenty seven and 89/100** DOLLARS

WELLS FARGO BANK
P.O. BOX 63004, 464 CALIFORNIA ST., SAN FRANCISCO, CA 94113

5 **A/c 998877665**

6

8 9 7

1. Date:

Date format in the U.S. is month/day/year. You can write it out in one of several formats, such as 11/19/2007, Nov 19, 2007, or November 19, 2007.

2. Payee:

Write the name of the person or company to whom you're paying money with the check.

3. Amount in Numbers:

Write the amount in numbers., e.g. 127.89. Note that the \$ sign is already pre-printed. Therefore, you don't have to write it again.

4. Amount in Words:

This will be the same amount that you wrote in step 3, e.g., One-hundred twenty-seven and 89/100.

5. Memo:

An optional description of the nature of the payment. You can write something like "phone bill," "rent," etc. If you have an account number with the payee, you should mention that account number here. That way if the check and payment stub are separated at the company, they can keep track of whose account to apply the payment to.

6. Signature:

Your signature, the same way you wrote it when you opened your bank account. If you have a joint account, and if there are multiple signatories, any authorized person can sign.

After you write the check, remember to write the date, check number, payee, and the amount in the check register located at the front of the checkbook.