



ENDORISING PAYCHECKS

Before depositing a check, it must be endorsed. To endorse a check, write your name in cursive on the back of the check at the same end as "endorse here."

FRONT

Name	JA BizTown News	Check No. 108
		Jan. 5 20 15
PAY TO THE ORDER OF		\$ 8.33
Eight and 33/100		Dollars
JA BizTown® Bank		
Memo	Payroll	<i>Scott Montgomery</i>
		Acct.# 234

BACK

ENDORSE HERE					
		DO NOT WRITE OR STAMP BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE			

Imagine you have earned your first paycheck at JA BizTown and are ready to make a deposit.

1. What type of check is this? _____
2. Which business wrote the check? _____
3. Where did you endorse the check? _____
4. Why did you sign your name on the back of the check? _____



PRACTICING DEPOSITS

DEPOSIT TICKET

Name Jennifer Smith

JA BizTown® Bank

Date April 17 20 15

Deposits may not be available for immediate withdrawal.

Jennifer Smith

Signature required for cash received.

CASH	CURRENCY		.
	COIN		.
LIST CHECKS SINGLY		8	.50
			.
			.
SUBTOTAL		8	.50
LESS CASH RECEIVED			1.50
NET DEPOSIT \$		7	.00

Acct.# 234

Answer the following questions using the space provided.

- Who is making the deposit? _____
- What is the date of the deposit? _____
- What is the amount of the check she is depositing? _____
- How much cash did she receive? _____
- What is the net deposit amount? _____
- What is the account number? _____
- Why did she sign her deposit ticket? _____

Use the deposit information above to complete this JA BizTown check register.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$ BALANCE	
								10 00

THE TWO-LINE METHOD

1. Making a Deposit Entry in the Check Register

A beginning balance of \$10.00 is in this customer's account. When a deposit is made, "deposit" is entered on the next white line. Note the "plus" sign at the top of the "Deposit/Credit" column indicates that the deposit amount should be added to the balance. The deposit is added to the current balance in the "Balance" column, and the new balance is \$17.00.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE	
									10 00
	4/17	deposit				7 00			+7 00
									17 00

2. Deducting a Check in the Check Register

When a check is written, the payee is entered on the white line and the amount is entered under the "Payment/Debit" column and again under the "Balance" column. The minus sign under "Payment/Debit" indicates that the amount should be subtracted from the previous balance. Then the new balance is entered. You might recommend that students use the + and - signs for new entries.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE	
									10 00
	4/17	deposit				7 00			+7 00
									17 00
122	4/21	JA BizTown News <i>advertising</i>	5 00						-5 00
									12 00

The date and check number should be entered for all transactions. The gray line is used to record a memo indicating specifics of the transaction.



PERSONAL CHECKS

Name Carly Smith 1563
March 26 20 15
 PAY TO THE ORDER OF Fantastic Cards \$ 3.25
Three Dollars and 25/100 Dollars
JA BizTown® Bank
 Memo birthday card *Carly Smith*
 Acct.# 083

Answer the following questions based on the check above.

1. Whose name is on this checking account? _____
2. Who wrote and signed this check? _____
3. From what bank was the check written? _____
4. To whom was the check written? _____
5. What is the check amount? _____
6. What is the account number? _____
7. Why was the check written? _____
8. What is the check number? _____
9. Use the check information above to complete this register.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT							
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	<input checked="" type="checkbox"/> FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
							10.00



TRANSACTION ACTIONS

Name _____

Citizen Alert!

Banks often use the term "transaction" to describe each time there is a deposit or withdrawal in a bank account.



Use the check register below to record the transactions from this page and the next.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$ BALANCE		
									30 00

- How much money do you have in your checking account? \$ _____
- You received a \$15.00 check from Uncle Louie. You want to deposit all of it.

Correctly complete the deposit ticket below. Your account number is 125.

DEPOSIT TICKET

Name _____

JA BizTown® Bank

Date _____ 20____

Deposits may not be available for immediate withdrawal.

Signature required for cash received.

CASH	CURRENCY				
	COIN				
LIST CHECKS SINGLY					
SUBTOTAL					
LESS CASH RECEIVED					
NET DEPOSIT \$					

Acct.# _____

(continued on the next page)



PAYCHECK PRACTICE

Be the CFO!

Check No. 108

Name _____ 20 _____

PAY TO THE ORDER OF _____ \$

Dollars

JA BizTown® Bank

Memo _____

Acct.# _____

ENDORSE HERE

DO NOT WRITE OR STAMP BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

DEPOSIT TICKET

Name _____

JA BizTown® Bank

Date _____ 20 _____
Deposits may not be available for immediate withdrawal.

Signature required for cash received.

CASH	CURRENCY	
	COIN	
<small>LIST CHECKS INDIVIDUALLY</small>		
SUBTOTAL		
<small>LESS CASH RECEIVED</small>		
NET DEPOSIT \$		

Acct.# _____



GORDON'S BOUNCED CHECK

Gordon wants to buy either a/an (a) _____
or a/an (b) _____ for (c) _____.
He doesn't have any money saved, but he has a checking account. His check
register balance shows \$4.56. He even checked the amount online.

Gordon decided to go to Larry's Store. He didn't find a/an (a) _____
_____, but he got a great (b) _____ at
a price of \$24.98, including tax. He completed the check perfectly. He even
wrote (b) _____ on the memo line, adding
his signature in flowery cursive. Did the clerk at Larry's Store know that
Gordon only had \$4.56 in his checking account? _____

Do retail stores ask how much money is in your account when they take your
check? _____

Let's think about the rest of Gordon's story. Did (c) _____
receive the (b) _____ that Gordon bought?

Did the store owner get the cash when she took Gordon's check for \$24.98
to the bank? Why? Why not? _____

So what is the moral of the story? _____
