

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

## Checks and Balances

1. Fill out all six checks completely. Follow the steps on the next page of this packet under, "how to write a check".
2. Complete the check register after you write your checks. Follow the steps under, "how to complete a check register".
3. Check your addition and subtraction on the register and show all work.
4. Complete the two deposit slips.
5. Use the practice to checks to practice writing the checks correctly.

| <u>ITEMS PURCHASED</u><br>(Deposits/Payments)   | <u>AMOUNT</u> | <u>STORE</u> |
|---|---------------|--------------|
| 1. Skateboard   | \$39.99       | Toys R Us    |
| 2. DVD  | \$14.99       | Best Buy     |
| 3. Book   | \$14.95       | Borders      |
| 4. Clothes  | \$50.00       | The Gap      |
| 5. Video Game   | \$49.99       | Target       |
| 6. Make up your own information for check #6. (Amount MUST be between \$30 and \$40). |               |              |
|   |               |              |
|   |               |              |
| <u>DEPOSITS/CREDITS</u>   |               |              |
| 1. Babysitting Money  | \$20.00       |              |
| 2. Allowance  | \$10.00       |              |

### **Keeping a Balanced Checking Account:**

- Use a pen and write clearly. Do not cross out or change anything on the check.
- Write the date (the day the check is written).
- Write the payee's name (the person to whom the check is written) after "pay to the order of".
- Write the value of the check next to the dollar sign. Use a decimal point for writing change (for example \$29.99).
- On the line below the payee's name, write the value of the check in words. Start at the left, at the beginning of the line. Begin with a capital letter and write out the dollar value. Then show any change by using the word "and", and the value over 100 (for example, twenty nine and  $\frac{99}{100}$ ). If any space to the right remains, draw a line from the word or numbers to the word dollars all the way at the right.
- The memo is optional; you may write what the check is for here.
- Sign the check.

### **How to complete a check register:**

- Write the check number.
- Write the date of the check.
- Write to whom the check is written.
- Write the purpose of the check
- Write the amount of the check. Subtract the amount of the check from the balance in your account.
- When recording a deposit, write the date and the amount and add it to the balance in your account.

### **How to fill out a deposit form:**

- Write the date.
- Put the amount of money in currency, coins or checks.
- Write the total.

# Practice Checks

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

# Checks

|   |          |
|---|----------|
| _____                                       |          |
| PAY TO THE<br>ORDER OF _____                | \$ _____ |
| _____ DOLLARS                               |          |
| South River Office<br>South River, NJ 08882 |          |
| FOR _____                                   | _____    |

|   |          |
|---|----------|
| _____                                       |          |
| PAY TO THE<br>ORDER OF _____                | \$ _____ |
| _____ DOLLARS                               |          |
| South River Office<br>South River, NJ 08882 |          |
| FOR _____                                   | _____    |

|   |          |
|---|----------|
| _____                                       |          |
| PAY TO THE<br>ORDER OF _____                | \$ _____ |
| _____ DOLLARS                               |          |
| South River Office<br>South River, NJ 08882 |          |
| FOR _____                                   | _____    |

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

\_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

South River Office  
South River, NJ 08882

FOR \_\_\_\_\_

