

Making a Deposit

(Source: www.practicalmoneyskills.com)

32221
1610

Your First Bank
Anytown, USA

1 → **DATE** _____

SIGN HERE IN TELLER'S PRESENCE
FOR CASH RECEIVED

CASH	CURRENCY			
	COINS			
LIST CHECKS SINGLY				
TOTAL FROM OTHER SIDE				
TOTAL				
LESS CASH RECEIVED				
NET DEPOSIT				

2 → [CURRENCY column]
3 → [COINS column]
4 → [Bank transit number field]
5 → [Check amount field]
6 → [Total from other side field]
7 → [Total field]
8 → [Less cash received field]
9 → [Net deposit field]

:9124 6027 486586519 30937 3620000 108

1. Write the date you are making the deposit in this field.
2. If you are depositing currency (paper bills), write the total amount here.
3. If you are depositing coins, write the total amount here.
4. If you are depositing a check, write the bank transit number here, which is the top portion of the two-part number printed in the upper corner of the check.
5. Write the amount of the check here.
6. If you are depositing more checks than can be listed on the front, continue to list them on the back, and write the total amount of the checks on back here.
7. Write the total amount you are depositing here.
8. If you are making a deposit inside a bank with a teller and you want to receive cash back from your deposit, write the amount you want in this field.
9. Write the total amount (less cash back) of your deposit in this field.

Writing a Check

(Source: www.practicalmoneyskills.com)

The diagram shows a check form with the following fields and callouts:

- 1: Date field (pre-filled with 20)
- 2: Pay to the order of field
- 3: Dollar amount field (pre-filled with \$20)
- 4: Dollars in words field (pre-filled with DOLLARS)
- 5: Name field (pre-filled with John Doe, Mary Doe, 2111 Elm Street, Anytown, USA)
- 6: Memo field
- 7: MICR line (pre-filled with :9124 6027 486586519 00523 7534964 127)
- 8: Bank name and logo (pre-filled with Your First Bank, Anytown, USA)

1. **Date:** Enter the date you are writing the check.
2. **Payee:** Enter the name of the person or the company you are going to give the check to.
3. **Amount of check in numerals:** Enter the amount of the check, in numbers. Don't leave any space between the pre-printed dollar symbol (\$) and the numbers indicating the amount of the check; there should be no room for someone to add in extra numbers.
4. **Amount of check in words:** Enter the amount of the check in words. Start writing at the far left side of the line. Follow the dollar amount by the word "and," then write the amount of cents over the number 100. Draw a line from the end of the 100 to the end of the line.
5. **Name:** Your personal information is printed here. Never list your Social Security number on your printed check.
6. **Signature:** Sign your check exactly the way you signed your name on the signature card you filled out when you opened your account.
7. **Memo:** Use this space to note why you wrote the check. If you are paying a bill, this is a good place to put information requested by the company.
8. **Identification numbers:** These numbers are used to identify the bank, your account number, and the check number. They are printed in a special magnetic ink that machines can read.

Deposit Slips