



Name _____ Date _____

MANAGING A CHECKING ACCOUNT

Directions: Make the following banking transactions and record them on the check register in order as they appear below. Complete all deposit slips and checks. When the last deposit and check has been written, reconcile your checking account.

Check Register

1. September 3 - Deposit: You open your checking account with the following deposit information: Check #3698 for \$165.00, Check #2438 for \$ 89.63 and \$20 cash, you request no money back.
2. September 4 - Write check #101 to the Electric Company for \$62.88, your account number is 12632.
3. September 4 - Write check #102 to Super Fresh Market for groceries in the amount of \$76.54.
4. September 6 - Write check #103 to Jim's Gas Station for \$22.00 for gas and oil.
5. September 8 - Deposit: Checks #828 for \$328.00, #368 for \$175.80 and # 4658 for \$132.00.
6. September 9 - Write check #104 to Phone Inc. for \$42.67, your account number is 1582597845.
7. September 10 - Write check #105 to Trusty Bank for your car payment in the amount of \$346.72, your account number is 14822.
8. September 13 - You go to the ATM machine and withdraw \$40.00 from your checking account. Because you did not use your bank's ATM, they charge you an additional \$2.00. Record this withdrawal as one entry on your check register.
9. September 15 - Write check #106 to Funday Toys for your cousin's birthday present for \$26.87.
10. September 17 - Write check #107 to Paulding County Water and Sewer for \$15.88, account #369421.
11. September 18 - Write check #108 to Bigfoot Shoe Store for new shoes in the amount of \$68.33.
12. September 19 - You pay your car insurance through the Internet. The company name is Keep Safe Insurance and the amount is \$142.00.
13. September 19 - Write check # 109 to Top Choppers for a haircut for \$12.00.
14. September 19 - Deposit: checks #2699 for \$280.00 and #389 for \$158.00, you request \$40.00 back in cash.
15. September 20 - Write check #110 to Super Fresh Market in the amount of \$46.28 for groceries.
16. September 20 - Use your check card at Action Video for two movies and popcorn for \$8.15.
17. September 21 - Write check #111 to TV Connect for your cable bill for \$52.67, account #4658712.
18. September 21 - Write check # 112 to Trusty Bank Credit for your credit card bill of \$30.00, account number CO5852369.
19. September 26 - Write check #113 to Floppy Joe's Pizza for pizza and tip in the amount of \$16.00.

Bank Statement

Previous Balance: \$0

Ending Balance: \$352.46

Deposits:

9/3 \$274.63

9/8 \$635.80

9/19 \$398.00

Charges:

9/13 \$42.00 (ATM)

9/19 \$142.00 (insurance)

9/28\$8.00 (monthly fee)

Checks:

101 \$62.88

102 \$76.54

103 \$22.00

104 \$42.67

105 \$346.72

107 \$15.88

108 \$68.33

110 \$46.28

111 \$52.67

112 \$30.00

[illegible]

Transfer to Line 9.

CHECKBOOK BALANCE	
1. LIST your checkbook balance.	
2. ADD any deposits or other credits listed on the front of this statement which you have not recorded in your checkbook (such as payroll credits or other direct electronic deposits).	
3. SUBTOTAL:	
4. SUBTRACT any charges listed on the front of this statement which you have not recorded (such as service charges, automatic transfers, electronic transactions, etc).	
5. ADJUSTED CHECKBOOK BALANCE:	

This balance should agree with line 10, below.

STATEMENT BALANCE	
6. LIST your current statement balance as shown on the front of this statement.	
7. ADD deposits made, but not shown on this statement.	
8. SUBTOTAL:	
9. SUBTRACT total from "Checks Outstanding."	
10. ADJUSTED STATEMENT BALANCE:	

This balance should agree with line 5, above.

DEPOSIT TICKET

Your Name
Address

DATE
DEPOSITS MAY NOT BE AVAILABLE IF YOUR NAME/DATE DO NOT MATCH

YOUR NAME FOR CASH RECEIVED (IF APPLICABLE)

YOUR CASH INSTITUTION
ADDRESS OF YOUR INSTITUTION

1054105401 101010101

DEPOSIT TICKET

Your Name
Address

DATE
DEPOSITS MAY NOT BE AVAILABLE IF YOUR NAME/DATE DO NOT MATCH

YOUR NAME FOR CASH RECEIVED (IF APPLICABLE)

YOUR CASH INSTITUTION
ADDRESS OF YOUR INSTITUTION

1054105401 101010101

[illegible]

DEPOSIT TICKET

Your Name _____

Address _____

DATE _____

DEPOSITS MAY NOT BE AVAILABLE IF FOR IMMEDIATE WITHDRAWAL

SEE NOTE FOR CASH DEPOSIT REQUIREMENTS

YOUR FINANCIAL INSTITUTION

ADDRESS OF YOUR INSTITUTION _____

☐ CASH

IN TOTAL, THIS CHECK IS FOR

\$

1000 CASH RECEIVED

1054105402 1010101010

Your Name _____

101

Address _____

Pay to the _____

Order of _____

Dollars _____

Your Financial Institution _____

Date _____

\$ _____

YOUR NAME

123 YOUR STREET

YOUR CITY, STATE, ZIP

(123)456-7890

9-5678/1234

Date

0301

Pay to the order of

\$

YOUR FINANCIAL INSTITUTION

ANYTOWN, USA

Memo

MP

12345678010301123456789

YOUR NAME

123 YOUR STREET

YOUR CITY, STATE, ZIP

(123)456-7890

9-5678/1234

Date

0301

Pay to the order of

\$

YOUR FINANCIAL INSTITUTION

ANYTOWN, USA

Memo

MP

12345678010301123456789

YOUR NAME

123 YOUR STREET

YOUR CITY, STATE, ZIP

(123)456-7890

9-5678/1234

Date

0301

Pay to the order of

\$

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Memo

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9-5678/1234

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ANYTOWN, USA

Memo

MP

12345678010301123456789

YOUR NAME
123 YOUR STREET
YOUR CITY, STATE, ZIP
(123)456-7890

9-5678/1234

0301

Date _____

Pay to the order of _____ \$ _____

_____ Dollars Security Features Detailed On Back.

YOUR FINANCIAL INSTITUTION
ANYTOWN, USA

Memo _____ MP _____

⑆ 1 2 3 4 5 6 7 8 0 ⑆ 0 3 0 1 ⑆ 1 2 3 4 5 6 7 8 9 ⑆

YOUR NAME
123 YOUR STREET
YOUR CITY, STATE, ZIP
(123)456-7890

9-5678/1234

0301

Date _____

Pay to the order of _____ \$ _____

_____ Dollars Security Features Detailed On Back.

YOUR FINANCIAL INSTITUTION
ANYTOWN, USA

Memo _____ MP _____

⑆ 1 2 3 4 5 6 7 8 0 ⑆ 0 3 0 1 ⑆ 1 2 3 4 5 6 7 8 9 ⑆

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0301

Date _____

Pay to the order of _____ \$ _____

_____ Dollars Security Features Detailed On Back.

YOUR FINANCIAL INSTITUTION
ANYTOWN, USA

Memo _____ MP _____

⑆ 1 2 3 4 5 6 7 8 0 ⑆ 0 3 0 1 ⑆ 1 2 3 4 5 6 7 8 9 ⑆

DEPOSIT TICKET
TO BE USED FOR DEPOSIT TRANSACTIONS ONLY

EDGAR RODRIGUEZ
2063 PLEASANT RD.
ANYWHERE, U.S.A. 12345

DATE _____

SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

BANK
Street Address
City, State 12345

☐ CASH INCLUDING COINS

List _____

Checks _____

Singly _____

TOTAL ITEMS ☐ OPTIONAL FROM REVERSE
SUB TOTAL ☐ LESS CASH RECEIVED ☐

\$ _____

⑆ 1 2 3 4 0 0 0 5 6 ⑆ 1 2 3 4 5 6 7 8 9 0 ⑆

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Street Address
City, State 12345

☐ CASH INCLUDING COINS

List _____

Checks _____

Singly _____

TOTAL ITEMS ☐ OPTIONAL FROM REVERSE
SUB TOTAL ☐ LESS CASH RECEIVED ☐

\$ _____

⑆ 1 2 3 4 0 0 0 5 6 ⑆ 1 2 3 4 5 6 7 8 9 0 ⑆

[illegible]

AD = Automatic Deposit • AP = Automatic Payment • ATM = Cash Withdrawal • DC = Debit Card • FT = Funds Transfer • SC = Service Charge • TD = Tax Deductible									
Number or Code	Date	Transaction Description	Payment, Fee, Withdrawal (-)		✓	Deposit, Credit (+)		\$	
			</						