

# 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 <u>JA BizTown News</u>		Check No. 108
		<u>Jan. 5</u> 20 <u>19</u>
PAY TO THE ORDER OF	<u>\$</u>	<div>8.33</div>
<u>Eight and 33/100</u>		Dollars
JA BizTown® Bank		
Memo <u>Payroll</u>	<u>Scott Montgomery</u>	
	Acct.#	<u>234</u>

**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 19  
Deposits may not be available for immediate withdrawal.

*Jennifer Smith*  
Signature required for cash received.

Acct.# 234

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY		8	50
<b>SUBTOTAL</b>		8	50
LESS CASH RECEIVED		1	50
<b>NET DEPOSIT \$</b>		7	00

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* transaction register.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE	
								10.00	



# CHECK IT OUT!

**DEPOSIT TICKET**

Name Jennifer Smith

**JA BizTown® Bank**

Date July 1 20 19  
Deposits may not be available for immediate withdrawal.

*Jennifer Smith*  
Signature required for cash received.

CASH	CURRENCY		.
	COIN		.
LIST CHECKS SINGLY		8	82
SUBTOTAL		8	82
LESS CASH RECEIVED		-2	00
NET DEPOSIT \$		6	82

Acct.# 234

001

Name Jennifer Smith July 1 20 19

PAY TO THE ORDER OF JA BizTown Delivery \$ 1.50

One and 50/100 Dollars

**JA BizTown® Bank**

Memo candygram *Jennifer Smith*

Acct.# 234

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE	
								0	00
	7/1	Deposit				6 82		+6	82
								6	82
001	7/1	JA BizTown Delivery	1 50					-1	50
								5	32
		Electronic Payment: Jack's Hardware	2 00					-2	00
								3	32



# PERSONAL CHECKS

1563

Name Carly Smith March 26 20 19

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.

- Whose name is on this checking account? \_\_\_\_\_
- Who wrote and signed this check? \_\_\_\_\_
- From what bank was the check written? \_\_\_\_\_
- To whom was the check written? \_\_\_\_\_
- What is the check amount? \_\_\_\_\_
- What is the account number? \_\_\_\_\_
- Why was the check written? \_\_\_\_\_
- What is the check number? \_\_\_\_\_
- Use the check information above to complete this register.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	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 transaction 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

1. How much money do you have in your checking account? \$ \_\_\_\_\_
2. 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 _____		<table border="1"> <tr> <td rowspan="2">CASH</td> <td>CURRENCY</td> <td></td> <td></td> </tr> <tr> <td>COIN</td> <td></td> <td></td> </tr> </table>		CASH	CURRENCY			COIN							
CASH	CURRENCY														
	COIN														
<b>JA BizTown® Bank</b>		LIST CHECKS SINGLY													
Date _____ 20 _____		<table border="1"> <tr> <td colspan="2"><b>SUBTOTAL</b></td> <td></td> <td></td> </tr> <tr> <td colspan="2">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>NET DEPOSIT \$</b></td> <td></td> <td></td> </tr> </table>		<b>SUBTOTAL</b>				LESS CASH RECEIVED				<b>NET DEPOSIT \$</b>			
<b>SUBTOTAL</b>															
LESS CASH RECEIVED															
<b>NET DEPOSIT \$</b>															
Deposits may not be available for immediate withdrawal.															
_____ <i>Signature required for cash received.</i>		Acct.# _____													

(continued on the next page)



# TRANSACTION ACTIONS

Name \_\_\_\_\_

## Citizen Alert!

"Currency" refers to paper money (bills).



3. You made \$8.50 in cash for babysitting and received a \$12.00 check for mowing your neighbor's lawn. Deposit it all. Complete the deposit ticket and make entries on your transaction register.

DEPOSIT TICKET																												
<p>Name _____</p> <p style="text-align: center; font-size: 1.2em; color: #0070C0;">JA BizTown® Bank</p> <p>Date _____ 20____</p> <p style="font-size: 0.8em;">Deposits may not be available for immediate withdrawal.</p> <p>_____</p> <p style="font-size: 0.8em; text-align: center;">Signature required for cash received.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%;">CASH</td> <td style="width: 15%;">CURRENCY</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>COIN</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">LIST CHECKS SINGLY</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>SUBTOTAL</b></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>NET DEPOSIT \$</b></td> <td></td> <td></td> </tr> </table> <p style="text-align: right; font-size: 0.8em;">Acct.# _____</p>	CASH	CURRENCY			COIN			LIST CHECKS SINGLY								<b>SUBTOTAL</b>				LESS CASH RECEIVED				<b>NET DEPOSIT \$</b>			
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<b>NET DEPOSIT \$</b>																												

4. You received a \$25.00 check for your birthday. You want to deposit \$20.00 and get \$5.00 in cash back to buy a new book. Complete the deposit ticket and make entries on your transaction register.

DEPOSIT TICKET																												
<p>Name _____</p> <p style="text-align: center; font-size: 1.2em; color: #0070C0;">JA BizTown® Bank</p> <p>Date _____ 20____</p> <p style="font-size: 0.8em;">Deposits may not be available for immediate withdrawal.</p> <p>_____</p> <p style="font-size: 0.8em; text-align: center;">Signature required for cash received.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%;">CASH</td> <td style="width: 15%;">CURRENCY</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>COIN</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">LIST CHECKS SINGLY</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>SUBTOTAL</b></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>NET DEPOSIT \$</b></td> <td></td> <td></td> </tr> </table> <p style="text-align: right; font-size: 0.8em;">Acct.# _____</p>	CASH	CURRENCY			COIN			LIST CHECKS SINGLY								<b>SUBTOTAL</b>				LESS CASH RECEIVED				<b>NET DEPOSIT \$</b>			
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5. What is the final balance in your transaction register? \_\_\_\_\_
6. Did you remember to sign your last deposit ticket when you received cash back? \_\_\_\_\_



# 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.

Acct.# \_\_\_\_\_

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
<b>SUBTOTAL</b>			
LESS CASH RECEIVED			
<b>NET DEPOSIT \$</b>			



# 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? \_\_\_\_\_

\_\_\_\_\_

What is the lesson of the story? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

