

## Check Register

The register keeps a running record of your current bank balance. Each check you write is a Payment/Credit and reduces the amount in your account, while Deposits/Debits will increase the amount in your account.

CHECK NUMBER/ CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT/ DEBIT	✓	DEPOSIT/ DEBIT	BALANCE
	5/1/15	Starting Balance				140 00
314	5/1/15	XYZ Electric Company	80 00			-80 00
						60 00
DD	5/1/15	ABC Employer			1,500 00	+1500 00
						1,560 00
315	5/3/15	Jane Doe	30 00			-30 00
						1,530 00
BP	5/5/15	Netflix	10 00			-10 00
						1,520 00
DC	5/6/15	123 Grocery Store	85 00			-85 00
						1,435 00

## Writing a check

Checks are convenient when you don't want to carry around a lot of cash or when you need to pay bills through the mail. Take a few minutes to review the parts of a check:

The diagram shows a check from Joe C. Dollar, 123 Thrifty Drive, Mint City, NC 22222. The check number is 1554. The date is blank. The payee is blank. The amount is written as \$ [blank]. The bank is The Money Bank, Mint City, North Carolina. The routing and account numbers are 0000000000 and 1111111111. The memo is blank. The signature is blank.

Labels pointing to the check parts:

- your name and address
- the person or company you are writing the check to
- date
- check number
- amount of check (numbers)
- amount of check (written)
- your signature
- routing and account numbers
- what the check is for

## Deposit slips

A **deposit slip** is a written order to your bank instructing it to put funds into your account. You can use a deposit slip to put money such as cash, checks, and money orders into your account.

The diagram shows a deposit slip for The Money Bank, Cashion, NC 22222. The date is blank. The name is blank. The account number is blank. The slip is divided into CASH and CHECKS sections. The subtotal is blank. The amount of cash to be returned is blank. The total amount of deposit is blank.

Labels pointing to the deposit slip parts:

- date
- your name
- list the amount of each item that you are depositing here
- sum of all the items deposited
- amount of cash you want back
- total amount of deposit
- your account number