

Student Activities



Lesson Six

Banking Services



choosing a checking account

name of bank:

branch information

■ Branch nearest your home:

■ Branch nearest your work:

■ Number of branches:

number of ATMs:

bank hours:

are your funds insured?

types of accounts:

fees:

■ Must maintain a minimum daily balance of:

■ Must maintain an average daily balance of:

■ Monthly maintenance charge:

interest:

■ How much interest do you earn on your account?

■ How is it calculated?

charges:

checks:

Printing checks

Bouncing checks

Stopping checks

Certifying checks

balance inquiries:

At teller window

At ATMs

By phone

withdrawals at:

Teller window

Bank-owned ATMs

Regional network ATMs

National network ATMs

International network ATMs

special services:

Fund transfer by phone

Pre-authorized bill payment

Signature guarantee

Bill payment by phone

Check card

Overdraft protection

deposits:



reading a bank statement

using the bank statement on the next page, answer the following questions:

1. What period does this statement cover?
2. What is the account number of this statement?
3. How many deposits were made and what were the amounts?
4. How many checks cleared and what was the total dollar amount of the checks that cleared?
5. Were there any ATM withdrawals? If so, how many were there and what was the total amount?
6. What is the total of all withdrawals (checks, ATM transactions, check card transactions, service charges)?
7. What is the new balance of the account?
8. Did check #182 clear?
9. What was the amount of check #183?
10. Did check #185 clear?
11. What was the amount of check #181?

reading a bank statement (continued)

| THIS STATEMENT COVERS 5/20/09 through 6/18/09 | | | | | | |
|--|--|--------------------------------|--------------------|--------------|------------------|---------------|
| CHECKING ACCOUNT 0471-678 | Previous Statement Balance On 5/19/09 | | | | 612.04 | |
| | Total of 3 Deposits For | | | | 1,980.68 + | |
| | Total of 9 Withdrawals For | | | | 1,670.25 - | |
| | New Balance | | | | 922.47+ | |
| CHECKS & OTHER DEBITS 0471-678 | CHECK | DATE PAID | AMOUNT | CHECK | DATE PAID | AMOUNT |
| | 181 | 5/24 | 15.00 | 184 | 5/17 | 1232.27 |
| | 182 | 6/04 | 17.00 | 186 | 5/30 | 54.47 |
| | 183 | 5/26 | 217.54 | 187 | 6/03 | 53.97 |
| | | Withdrawal #00281 at ATM #423A | | | 5/24 | 40.00 |
| | | Withdrawal #02628 at ATM #423A | | | 5/30 | 20.00 |
| | | Withdrawal #08744 at ATM #430E | | | 6/15 | 20.00 |
| DEPOSITS & OTHER CREDITS | | | DATE POSTED | | AMOUNT | |
| | Transfer from 4039-557 at ATM #423C | | 5/27 | | 1200.00 | |
| | Customer Deposit at ATM #423A on 5/12 | | 6/14 | | 521.78 | |
| | Direct Deposit from #05323 on 5/17 | | 6/18 | | 258.90 | |
| ATM LOCATIONS USED | 423A: 2500 Centre Plaza, Anytown, USA | | | | | |
| | 423C: 3500 Centre Plaza, Anytown, USA | | | | | |
| | 430E: 945 Hamilton Avenue, Big City, USA | | | | | |

reconciling an account

use the bank statement, check register, and reconciliation worksheet on this and the following page to balance this checkbook.

| THIS STATEMENT COVERS | | | |
|-------------------------------------|--|------------------|---------------|
| 6/20/09 through 7/19/09 | | | |
| CHECKING ACCOUNT 0471-678 | Previous Statement Balance On 6/19/09 | 150.67 | |
| | Total of 1 Deposits For | 1,200.00 + | |
| | Total of 6 Withdrawals For | 1,246.98 - | |
| | New Balance | 103.69 + | |
| CHECKS & OTHER DEBITS | CHECK | DATE PAID | AMOUNT |
| | 161 | 6/21 | 216.30 |
| | 162 | 6/26 | 82.87 |
| | 163 | 6/29 | 1000.00 |
| | ATM Withdrawal #00261 at ATM #423A | 6/18 | 35.00 |
| | ATM Withdrawal #00476 at ATM #426B | 6/25 | 20.00 |
| | Check Card #00686 Foodland EFT | 6/18 | 55.00 |
| | Check Card #01275 EZ-Shoppe | 6/26 | 54.11 |
| DEPOSITS & OTHER CREDITS | DATE POSTED | AMOUNT | |
| | Transfer from 4039-557 at ATM #423C | 6/23 | 1200.00 |

| CHECK NO. | DATE | DESCRIPTION | TRANSACTION AMOUNT | DEPOSIT AMOUNT | BALANCE | |
|-----------|------|-------------------------|--------------------|----------------|---------|----|
| | | | | | | |
| | | | | | 366 | 97 |
| 161 | 6/4 | Sound Out | 216 30 | | 216 | 30 |
| | | bew CD player | | | 150 | 67 |
| ATM | 6/18 | withdrawal | 35 00 | | 35 | 00 |
| | | spending money | | | 115 | 67 |
| ChkCrd | 6/18 | Check Card | 55 00 | | 55 | 00 |
| | | Foodland Groceries | | | 60 | 67 |
| ATM | 6/23 | deposit | | 1200 00 | 2100 | 00 |
| | | transfer from savings | | | 1260 | 67 |
| 162 | 6/24 | Racy's | 82 87 | | 82 | 87 |
| | | new clothes | | | 1177 | 80 |
| ATM | 6/25 | withdrawal | 20 00 | | 20 | 00 |
| | | movie and pizza | | | 1157 | 80 |
| 163 | 6/26 | Woodland Apt's | 1000 00 | | 1000 | 00 |
| | | rent | | | 157 | 80 |
| ChkCrd | 6/26 | E-Z Shoppe | 54 11 | | 54 | 11 |
| | | groceries | | | 103 | 69 |
| 164 | 7/5 | CD Place | 26 31 | | 26 | 31 |
| | | acct. #7M3406 | | | 77 | 38 |
| 165 | 7/14 | Lucasfilm, Ltd. | 10 00 | | 10 | 00 |
| | | "Monkey Island" T-shirt | | | 67 | 38 |
| ATM | 1/19 | deposit | | 253 17 | 253 | 17 |
| | | pay check | | | 320 | 55 |

reconciling an account *(continued)*

ITEMS OUTSTANDING

| NUMBER | AMOUNT | | | |
|--------------|--------|--|--|--|
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| | | | | |
| TOTAL | | | | |

enter

The **New Balance** shown on your statement

\$ _____

add

Any deposits or transfers listed in your register that are not shown on your statement

\$ _____

\$ _____

\$ _____

total

+\$ _____

calculate the subtotal

\$ _____

subtract

Your total outstanding checks and withdrawals

-\$ _____

calculate the ending balance

This amount should be the same as the current balance in your check register

\$ _____

use the information on this and the previous page to answer the following questions:

1. What is the new balance shown on the statement?

2. What is the total amount of deposits listed in the check register but not shown on the statement?

3. What is the sum of the new balance and the deposits not shown on the statement?

4. What is the total amount of outstanding checks and withdrawals?

5. What is the ending balance?



lesson six quiz: banking services

true-false

1. ____ A pawnshop offers loans to people starting their own business.
2. ____ Opening a checking account requires completing a signature card.
3. ____ A blank endorsement allows anyone to cash a check.
4. ____ A “smart card” stores a person’s bank balance right on the plastic card.
5. ____ An outstanding check refers to one written on an account with a very low balance.

multiple choice

- | | |
|---|---|
| <p>6. ____ The highest loan rates usually occur when borrowing from a:</p> <ul style="list-style-type: none">A. bankB. credit-card companyC. pawnshopD. credit union | <p>8. ____ Obtaining cash from an ATM is similar to:</p> <ul style="list-style-type: none">A. writing a checkB. making a depositC. opening a new accountD. earning interest on your account |
| <p>7. ____ A _____ is used to add funds to a bank account.</p> <ul style="list-style-type: none">A. checkB. deposit slipC. signature cardD. withdrawal slip | <p>9. ____ A service charge on your bank statement will result in:</p> <ul style="list-style-type: none">A. a higher balanceB. a lower balanceC. earning more interestD. more outstanding checks |

case application

A recent bank statement for Tracy Gray revealed various service charges and fees of over \$10. How might Tracy reduce her costs for banking fees?