

Managing Your Checkbook



JOHN SMITH JANE SMITH 1234 APPLE DRIVE CITY, STATE 12345	Date 1 <u>6-8-2021</u>	1234 01-34/0 0134(0)
2 Pay to the Order of <u>Mary Brown</u>	\$ 3 <u>42.24</u>	Dollars
4 <u>Forty-two dollars and 24/100</u>		
5 Memo <u>Happy Birthday</u>	6 <u>John Smith</u>	
0863000120 0123456789 1234		

How do I write a check?

If you haven't written one in a while, or if it is your first, follow this sample for writing a check. When you open your checking account, we'll work with you to choose and order checks.

- 1** Write the correct date with year here. Use words or numbers.
- 2** Write the name of the person or business receiving the check.
- 3** Write the amount of the check in numbers. Include dollars and cents.
\$10 should be written \$10.00. Begin the amount as close to the left as possible to keep anyone from adding numbers.
- 4** Write the dollar amount in words starting as far to the left as possible. For example, write \$10 as Ten dollars and 00/cents. Draw a line through any space after the amount.
- 5** Fill in the "memo" line to remind yourself why you wrote the check.
- 6** Sign your name using the same signature as when you opened your account.

Note: If you make a mistake, write VOID in large letters across the front of the check and destroy it. Then write a new check. Make sure you write the check number and VOID in your check register so you have a record when you balance your account (see information below).

Balancing your checkbook.

Follow these steps to keep track of the amount of money in your account. One of the most important steps is to get in the habit of regularly writing every account transaction in your checkbook register (a booklet of lined pages that comes with your checks). You will use your register to "balance" your checking account each month.

STEP 1 Record every transaction.

In your checkbook register, write the date, description and amount of every transaction. If you use a debit card or ATM card, be very careful to keep track of each use. Put receipts in one place and record them in your checkbook register regularly.

Subtract checks written, ATM or debit card transactions or fees on your account as well as any automatic bill payments if you use Online Bill Pay. Add money deposited and any interest earned. The total remaining is the balance, or how much money you have in your account.

STEP 2 Reconcile your monthly account statement.

Balancing, or reconciling, your account helps you to know how much you have deposited into your account, how much you have spent, and how much you have left. To balance your account, look at your check register and your statement together and compare them using the step-by-step directions on the back of your statement.

Most of the time, your checkbook balance won't match your statement or Online/Mobile Banking history, which is normal. This happens because of checks that have not cleared your account and deposits made after the statement was printed. Remember to check for outstanding items from previous statements. Having an accurate record of payments you have made can help you avoid overdrafts or return fees and spot any potential instances of fraud.