

**LESSON
4.2****The Check-Writing Process****Vocab:****Checking Account-**

a bank account that you use to pay bills using checks

→ use checks or debit cards.

→ minimum balance.

→ interest rate.

Check-

a piece of paper that you use to withdraw money from your account.

LESSON
4.2**EXAMPLE 1**

Write the amounts in word form or as a numeral.

- a. \$65.29 in word form
- b. *Twenty-three and $\frac{42}{100}$ dollars* as a numeral

a) Sixty-Five and $\frac{29}{100}$ dollars

b) \$23.42

LESSON
4.2

Write each of the following in word form or as a numeral.
Check your answers in the back of the book.

1. \$26.55

2. *Thirty and $\frac{20}{100}$ dollars*

Twenty-Six and $\frac{55}{100}$ dollars *A 30.20*


**LESSON
4.2**

Complete the problems. Check your answers in the back of the book. Manuel Romeo is buying a drill press at Harry's Hardware (see Figure 4.3). The cost is \$165.52. He is going to write a check. Answer the following questions about the check:

Manuel Romeo	Date _____	555 32-568/231
Pay to the order of <u>Harry's Hardware</u>	\$ <u>165.52</u>	
		Dollars
<i>First City Bank</i>		
Memo _____		
565 851 2541 5867 555		

3. To whom is the check payable?

Harry's Hardware

4. How do you write the amount in word form?

One Hundred Sixty-Five and $\frac{52}{100}$ dollars

5. What should be put in the memo portion?

drill press

6. Who signs the check?

Manuel Romeo



Check Registers

Vocab:

Check Register- how to keep track of your account (checking).

Balance- the total amount in your account.

LESSON
4.3

EXAMPLE

See Figure 4.5 for Margaret Miller’s checking account. It had a balance of \$313.54. She wrote a check for \$45.78 on March 2. The bank made an automatic transfer (AT) of \$52.55 on March 5 to pay her phone bill. She made a deposit of \$240.32 on March 10. What is the new balance in Margaret’s account?

Trans. Type or Check No.	Date	Description of Transaction	Payment/ Debit (-)	✓	Deposit/ Credit (+)	Balance
Previous Balance – Check Amount – Automatic Transfer			Balance Brought Forward			313 54
202	3/2	Department Store	45 78			267 76
AT	3/5	TransNation Phone	52 55			215 21
	3/10	Deposit			240 32	455 53
Previous Balance + Deposit Amount						


 LESSON
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Complete the problems. Check your answers in the back of the book.

1. Balance	\$625.39
Deposit	+ 875.80
Deposit	+ 14.27
Balance	<u>\$1515.46</u>
Amount of Check	- 953.24
Amount of Check	- 74.96
Balance	<u>\$487.26</u>

2. Balance	\$7,357.87
Amount of Check	- 132.75
AT	- 6,544.55
Balance	<u>\$680.57</u>
Deposit	+ 138.84
Balance	<u>\$819.41</u>

LESSON
4.3

Find the new balance after each check or deposit.

Check Register							
Payment/ Debit (-)		✓	Deposit/ Credit (+)		Balance		
Balance Brought Forward					→	448 35	
3.	46	92				401 43	$448.35 - 46.92$
4.			216	84		618 27	$401.43 + 216.84$
5.	251	55				366 72	$618.27 - 251.55$