

Resources for Financial Literacy

- **Financial Literacy - overview and recommended videos, books, websites (Khan Academy)**
- **PowerPoints on:**
 - **Checking Account and Debit Card Simulation**
 - **Finances/Savings**
 - **Finances/Credit**
 - **How to Write a Check**
- **Cyber Security**

Note to Students

After you educate yourself on basic finances, probably the most important thing you can do is learn about yourself and how you feel about money.

Are you a spender or are you a saver? You may not think at this point in your life it's possible to be one or the other, because maybe you've never had enough money to meet even your basic needs. But your personality is formed, and likely you will be either a spender or a saver.

Almost all of our behaviors are related to both the way our brain is wired and how we were raised (Nature vs. Nurture). In other words, our spending habits are not just the result of conditioning, or the way in which our parents raised us. Look at any family with more than 2 children and you will find that some grow up to be savers and responsible about money, and others will blow through everything they earn and then some. The good news is that if you know yourself, you can change certain behaviors if they're causing you unhappiness or if you find yourself broke all the time.

<https://www.moneycrashers.com/psychology-of-money-saving-spending-habits/>



Excellent Resource for Learning About Finances – Khan Academy

www.khanacademy.org

The Khan Academy in Partnership with Bank of America has created Better Money Habits tutorials and videos. <https://bettermoneyhabits.bankofamerica.com/en>

Recommended Books:

Buffett: The Making of an American Capitalist

This is a biography of Warren Buffett, the CEO of Berkshire Hathaway who's widely recognized as the greatest investor of our time. One dollar invested with Buffett when he began his career back in 1956 is now worth \$47,317. He amassed an enormous fortune on this simple premise—if you can't explain a stock idea to a 6-year-old, move on. The book gives readers an appreciation for Buffett's investment philosophy and genius and, along the way, provides an up close and personal look at a one-of-a-kind life.

Becoming Warren Buffett – an HBO documentary about the life of one of the richest man in the world.

A Must Watch for Women:

Mellody Hobson is president of Ariel Investments, LLC, a Chicago-based firm, with over 3 billion in assets, and one of the largest African American-owned money management and mutual fund companies in the U.S. Her passion is financial literacy and helping people understand and manage their resources. The following TEDxMidwest video is a wonderful & brief video that all young women should see.

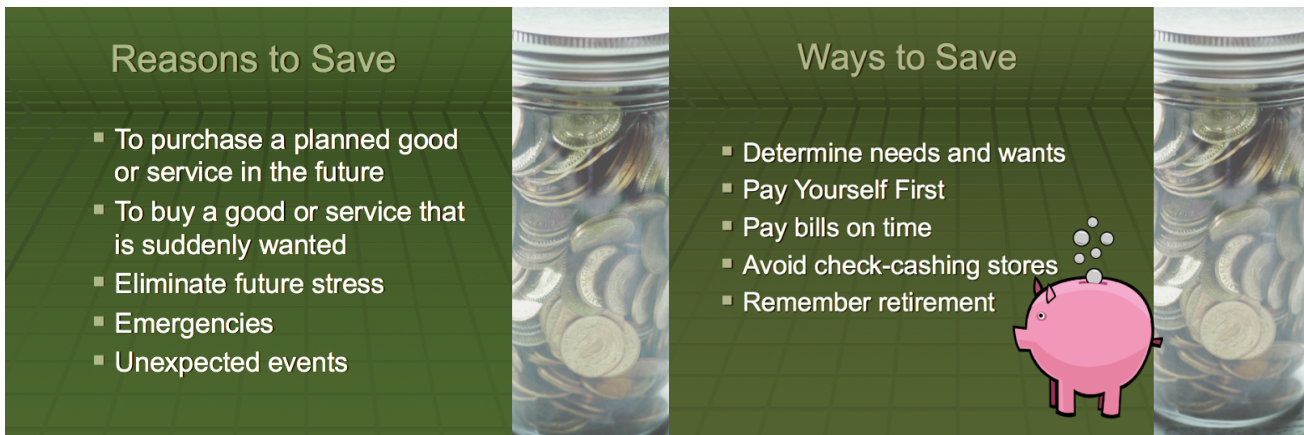
<https://www.youtube.com/watch?v=h9o5Zx7m4Fs>

College Students:

HAVE A PLAN – A FINANCIAL PLAN. In college that means setting up a budget, a simple list of “Income vs Expenses”. This short video by the University of Oklahoma explores that, and other decisions that will impact your financial success. <https://www.youtube.com/watch?v=JYxiz2T9kfc>

EVERYTHING YOU NEED TO KNOW ABOUT SAVING & BUDGETING:

<https://www.khanacademy.org/college-careers-more/personal-finance/pf-saving-and-budgeting/modal/v/options-for-tracking-and-managing-your-spending>



The infographic is divided into two main sections: 'Reasons to Save' on the left and 'Ways to Save' on the right. Both sections are set against a dark green background with a grid pattern. The 'Reasons to Save' section lists five bullet points: 'To purchase a planned good or service in the future', 'To buy a good or service that is suddenly wanted', 'Eliminate future stress', 'Emergencies', and 'Unexpected events'. The 'Ways to Save' section lists four bullet points: 'Determine needs and wants', 'Pay Yourself First', 'Pay bills on time', and 'Avoid check-cashing stores'. A pink piggy bank with three thought bubbles above it is positioned at the bottom right of the infographic. Two glass jars filled with coins are visible on the left and right sides of the infographic.

Reasons to Save	Ways to Save
<ul style="list-style-type: none">▪ To purchase a planned good or service in the future▪ To buy a good or service that is suddenly wanted▪ Eliminate future stress▪ Emergencies▪ Unexpected events	<ul style="list-style-type: none">▪ Determine needs and wants▪ Pay Yourself First▪ Pay bills on time▪ Avoid check-cashing stores▪ Remember retirement

THE TRUE COSTS OF RENTING:

<https://www.khanacademy.org/college-careers-more/personal-finance/pf-housing/pf-renting-v-buying-tutorial/v/the-true-cost-of-renting-a-place>

“EDUCATION IS POWER”

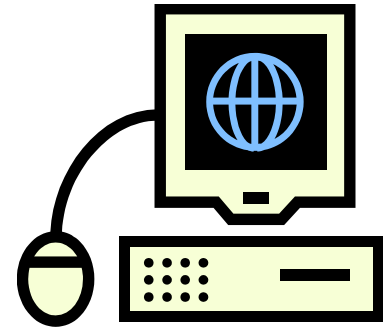
CHECKING ACCOUNT & DEBIT CARD SIMULATION

Understanding Checking Accounts and Debit Card Transactions



WHAT IS A CHECKING ACCOUNT?

- Common financial service used by many consumers
- Funds are easily accessed
 - Check
 - ATM (automated teller machine)
 - Debit card
 - Telephone
 - Internet
- Services and fees vary depending upon the financial institution



WHY DO PEOPLE USE CHECKING ACCOUNTS?

- Reduces the need to carry large amounts of cash
- Convenience – useful for paying bills
- Spending Plan Tool
 - Keeps a record of where money is spent
- Safety – using checks is safer than carrying cash



WHAT IS A CHECK?

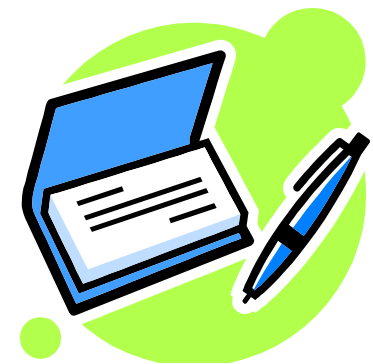
- Used at the time of purchase as the form of payment

- Piece of paper pre-printed with the account holder's:
 - Name
 - Address
 - Financial institution
 - Identification numbers



BOUNCING A CHECK

- Check written for an amount over the current balance held in the account
 - ‘**Bounces**’ due to insufficient funds, or not enough money in the account to cover the check written
- A fee will be charged to the account holder
- Harm future opportunities for credit



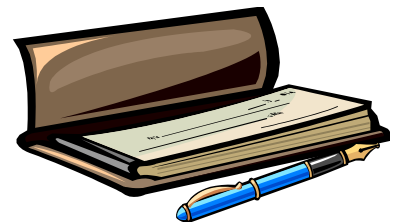
OTHER CHECKING COMPONENTS

○ Checking Account Register

- Place to immediately record all monetary transactions for a checking account
 - Written checks, ATM withdrawals, debit card purchases, deposits and additional bank fees

○ Checkbook

- Contains the checks and the register to track monetary transactions



ATM



- **Automated teller machine**, or a cash machine
- Can be used to withdraw cash and make deposits
- Additional fees may be assessed if the ATM used is not provided by the financial institution sponsoring the card



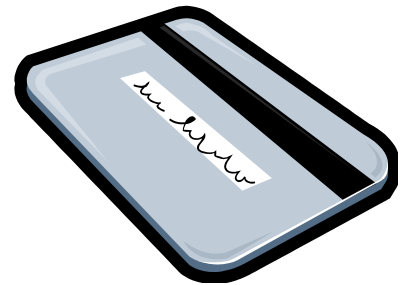
DEBIT CARD

- Plastic card that looks like a credit card
- Electronically connected to a bank account
- Money is automatically taken from the bank account when purchases are made
- Requires a PIN (personal identification number)
 - Confirms the user is authorized to access the account



TO USE A DEBIT CARD

- Swipe it through the store machine or put into an ATM
- Enter the PIN
- Complete transaction



PROS AND CONS - DEBIT CARDS

Pros

- Convenient
- Small
- Can be used like a credit card
- Allows a person to carry less cash
- Does not allow overspending

Cons

- Can lose track of balance if transactions are not written down
- Opens checking account up to credit fraud
- Others can gain access to the account if the card is lost and PIN is known



ENDORISING A CHECK

○ Endorsement

- Signature on the back of a check to approve it to be deposited or cashed
- A check must be endorsed to be deposited

○ Three types

- Blank
- Restrictive
- Special

BLANK ENDORSEMENT

- Receiver of the check signs his/her name
- Anyone can cash or deposit the check after has been signed

Endorse Here

X *Sally Smith*

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE



RESTRICTIVE ENDORSEMENT

- More secure than blank endorsement
- Receiver writes “for deposit only” and account number above his/her signature
 - Allows the check to only be deposited

Endorse Here	<i>For Deposit Only—Acct. # 1234567890</i>
X	<i>Sally Smith</i>
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE	

SPECIAL ENDORSEMENT

- Receiver signs and writes “pay to the order of (fill in person’s name)”
- Allows the check to be transferred to a second party
 - Also known as a two-party check

Endorse Here

Pay to the Order of Mike Smith

X *Sally Smith*

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE



WORKSHEET ANSWERS

Blank

Endorse Here

X **Student's Signature**

Restrictive

Endorse Here

For Deposit Only—Acct. # 987654321

X **Student's Signature**

Special

Endorse Here

Pay to the Order of Jonathon Smith

X **Student's Signature**



MAKING A DEPOSIT


- **Deposit slip**
 - Contains the account holder's account number and allows money (cash or check) to be deposited into the correct account
 - Located in the back of the checkbook
- Complete a deposit slip to make a deposit
- Deposited amount must be recorded in the checking account register to keep the balance current
- Deposits can be made at an ATM or with a bank teller



COMPLETING A DEPOSIT SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date **September 1, 2006**

DEPOSITOR'S NAME

SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT	\$	

0123456789 : 1234567890 *

○ Date

- The date the deposit is being made




COMPLETING A DEPOSIT SLIP

SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT	\$	

0123456789 : 1234567890 *

○ Signature Line


- Sign this line to receive cash back



COMPLETING A DEPOSIT SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2006

Sally Smith
SIGN NAME FOR CASH RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT	\$	

⑆123456789 : 1234567890 ⑈

○ Cash

- The total amount of cash being deposited




COMPLETING A DEPOSIT SLIP

SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR CASH RECEIVED

Guardian Angel Bank
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
Piggly Wiggly #601	154	01
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT	\$	

⑆123456789 : 1234567890 ⑈

○ Checks

- List each check individually
 - Identify each check on the deposit slip by abbreviating the name of the check writer



COMPLETING A DEPOSIT SLIP

CHECKS LIST SINGLY	Dollars	Cents
1. Fran Smith #601	20	00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL ENTER ON FRONT	\$ 20	00

○ Checks


- If more checks are being deposited than number of spaces on the front, use the back
- List each check
- Add the total, enter it on the front



COMPLETING A DEPOSIT SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR CASH RECEIVED

Guardian Angel Baking
423 South 15th
Yountown, MT 55555

	Dollars	Cents
CASH		
CHECKS LIST SINGLY		
Piggly Wiggly #601	154	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

0123456789 : 1234567890 *

○ Total from Other Side


- The total amount from all checks listed on the back



COMPLETING A DEPOSIT SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MI 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR YOUR RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MI 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
Piggly Wiggly #601	154	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL	174	01
* Less Cash Received		
NET DEPOSIT	\$	

⑆123456789 : 1234567890 ⑈


○ Subtotal

- The total amount of cash and checks



COMPLETING A DEPOSIT SLIP

Deposit Slip 93-456-9540



Sally Smith
500 Great Street
Yountown, MS 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MS 55555

	Dollars	Cents
CASH		
CHECKS LIST SINGLY		
Piggly Wiggly #601	154	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL	174	01
* Less Cash Received	30	00
NET DEPOSIT \$		

0123456789 : 1234567890 *

○ Less Cash Received


- The amount of cash back being received
- This amount is not deposited into account



COMPLETING A DEPOSIT SLIP

Deposit Slip

93-456-9540



Sally Smith
500 Great Street
Yountown, MT 55555

Date September 1, 2006

Sally Smith
SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
423 South 15th
Yountown, MT 55555

CASH	Dollars	Cents
CHECKS LIST SINGLY		
Piggly Wiggly #601	154	01
TOTAL FROM OTHER SIDE	20	00
SUBTOTAL	174	01
* Less Cash Received	30	00
NET DEPOSIT	\$ 144	01

0123456789 : 1234567890 *

○ Net Deposit


- The amount being deposited into the account
- To calculate the amount, subtract the cash received from the subtotal



WORKSHEET ANSWER

Deposit Slip

93-456-9540

 Sally Smith
500 Great Street
Yountown, MS 55555

Date: September 2, 2006

DEPOSITS Sally Smith MAY NOT BE A VAIL. SSG

Guardian Angel Banking
423 South 15th
Yountown, MS 55555

0123456789 : 1234567890 *

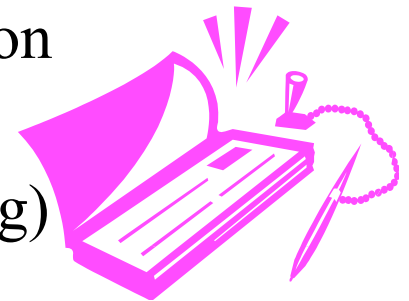
	Dollars	Cents
CASH		
CHECKS LIST SINGLY		
Lonni James #598	50	00
TOTAL FROM OTHER SIDE	101	00
SUBTOTAL	151	00
* Less Cash Received	15	00
NET DEPOSIT	\$ 136	00

CHECKS LIST SINGLY	Dollars	Cents
1- Sarah Lanning #4459	86	00
2- Roberta Smith #692	15	00
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL ENTER ON FRONT	\$ 101	00



WRITING A CHECK

- To pay for items using a checking account
 - A check is given as a form of payment
 - Must be completed and given to the person or business
- Pre-printed items on a check
 - Name and address of account holder
 - Name and address of financial institution
 - Check number
 - Identification numbers (account, routing)



WRITING A CHECK

<i>Sally Smith</i> <i>500 Great Street</i> <i>Yountown, MS 55555</i>	93-456-9540 45086244786	301
<i>Pay to the</i> <i>Order of</i> _____	<i>Date</i> _____	<input type="text"/>
_____	_____	<i>Dollars</i>
<i>Guardian Angel Banking</i> <i>423 South 15th</i> <i>Yountown, MS 55555</i>		
<i>Memo</i> _____	_____	_____
0123456789 : 1234567890 : 301		

○ Personal Information

- Account holder's name and address
- May include a phone number, not required
- DO NOT list a social security number for safety reasons



WRITING A CHECK

Sally Smith
500 Great Street
Yountown, MS 55555

93-456-9540
45086244786

301

Date _____


Pay to the
Order of _____

_____ Dollars

Guardian Angel Banking
423 South 15th
Yountown, MS 55555

Memo _____

0123456789 : 1234567890 : 301



○ Check Number

- Numbers used to identify checks
- Printed chronologically



WRITING A CHECK

Sally Smith
 500 Great Street
 Yountown, MS 55555

93-456-9540
 45086244786

301

Date September 2, 2006


Pay to the
 Order of _____

_____ Dollars

Guardian Angel Banking
 423 South 15th
 Yountown, MS 55555

Memo _____

0123456789 : 1234567890 : 301



○ Date

- The date the check is written



WRITING A CHECK

<i>Sally Smith</i> <i>500 Great Street</i> <i>Yountown, MS 55555</i>		93-456-9540 45086244786	301
		<i>Date</i> <u>September 2, 2003</u>	
<i>Pay to the</i> <i>Order of</i> _____	GAS 'N' GO	_____	<input type="text"/>
		_____	<i>Dollars</i>
<i>Guardian Angel Banking</i> <i>423 South 15th</i> <i>Yountown, MS 55555</i>			
<i>Memo</i> _____		_____	
0123456789 : 1234567890 : 301			

○ Pay to the Order of

- The name of the person or business to whom the check is being written



WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date <u>September 2, 2003</u>	
Pay to the Order of _____	GAS 'N' GO		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> \$15.<u>78</u> </div>
			_____ Dollars
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo _____			
0123456789 : 1234567890 : 301			

- **Amount of the Check in Numerals**
 - The amount of the check written numerically in the box
 - Write the cents smaller and underline
 - Write the numbers directly next the dollar sign to prevent someone else from adding numbers to change the amount



WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		<i>Date</i> <u>September 2, 2003</u>	
<i>Pay to the Order of</i> _____	GAS 'N' GO		\$15.⁷⁸
FIFTEEN AND 78/100 _____			<i>Dollars</i>
<i>Guardian Angel Banking</i> 423 South 15th Yountown, MS 55555			
<i>Memo</i> _____			
0123456789 : 1234567890 : 301			

○ Amount of the Check in Words

- The amount of the check written in words on the second line
- Start at the far left of the line, write the amount in words, followed by ‘and’, and the amount of cents over 100; draw a line from the end of the words to the word ‘dollars’



WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' GO		\$15.⁷⁸
FIFTEEN AND 78/100			Dollars
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo	GAS		
0123456789 : 1234567890 : 301			

○ Memo

- Space used to identify the reason for writing a check; optional
- Good place to write information requested by a company when paying a bill, generally the account number



WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' GO		<input type="text" value="\$15.<sup>78</sup>"/>
<u>FIFTEEN AND 78/100</u>			<u>Dollars</u>
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo	<u>GAS</u>	<i>Sally Smith</i>	
0123456789 : 1234567890 : 301			

○ Signature

- The account holder's signature agreeing to the transaction



WRITING A CHECK

<i>Sally Smith</i> 500 Great Street Yountown, MS 55555		93-456-9540 45086244786	301
		Date	<u>September 2, 2003</u>
Pay to the Order of	GAS 'N' Go		\$15. ⁷⁸
<u>FIFTEEN AND 78/100</u>			Dollars
Guardian Angel Banking 423 South 15th Yountown, MS 55555			
Memo	<u>GAS</u>	<i>Sally Smith</i>	
0123456789 : 1234567890 : 301			

○ Identification Numbers

- First - routing numbers to identify the account's financial institution
- Second - account number
- Third - check number



WORKSHEET ANSWERS

Sally Smith 500 Great Street Yountown, MT 55555		93-456-9540 45086244786	302
Pay to the Order Of: <u>Aspen Properties</u>		Date <u>September 3, 2006</u>	\$ <u>375.00</u>
<u>Three hundred, seventy-five dollars and no/100</u>		<u>Dollars</u>	
Memo <u>rent</u>	Guardian Angel Bowling	<u>Sally Smith</u>	
0123456789 : 1234567890 : 302			

WORKSHEET ANSWERS

Sally Smith 500 Great Street Yountown, MT 55555		93-456-9540 45086244786	303
Pay to the Order Of: Hungry Man		Date September 6, 2006	
			\$ 27.32
Twenty seven dollars and 32/100		Dollars	
Memo food	Guendine Vogel Basking	Sally Smith	
0123456789 : 1234567890 : 303			

CHECK 21

- Check Clearing for the 21st Century Act (Check 21)
 - When a check is written, the money is automatically withdrawn from a bank account
 - Makes “bouncing checks” difficult



DEBIT CARD

- **Account Number**—Links all purchases made with the card to a designated bank account
- **Expiration Date**— The debit card is valid and may be used until this date
- **Cardholder's Name**— The cardholder's full name is written out and displayed.
- **Magnetic Strip**— When the debit card is swiped, the magnetic strip automatically withdraws funds from the cardholder's account.



DEBIT CARD

- **Authorized Signature**— Sign in the signature box on the back of the debit card to authorize payments
 - Should also write, “See ID” in the signature box
 - Ensures the person using the card is authorized to do so
- **Verification Number**—This three digit code is located on the back of the card in the signature area
 - Help ensure the card is in the cardholder’s possession when making purchases
 - Prevents unauthorized use



CHECKING ACCOUNT REGISTER

- Place to record all monetary transactions for a checking account
 - Deposits, checks, ATM use, debit card purchases, additional bank fees
- Used to keep a running balance of the account
- Remember
 - Record every transaction!



CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
			\$		\$			\$	\$	

○ Date

- The date the check was written or transaction was made

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
			\$		\$			\$	\$	
9/03	301		\$		\$			\$	\$	

○ Number

- The number of the written check; if a debit card or ATM was used, write DC or ATM

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$		\$			\$	\$	
		Gas								

○ Description of Transaction

- The person/business the check was written to or where the debit card was used
- Gray line can be used to write the memo



CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)	(-)	(+)	(+)			\$	\$
9/03	301	Gas 'N' Go	\$ 15	78	\$			\$	\$	
		Gas								

○ Payment/Debit(-)

- Amount of the transaction
- Deducted from the balance

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
			\$		\$ 100	00		\$	\$	

○ Deposit/Credit(+)

- Amount of the transaction
- Added to the balance

CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$ 15	78	\$			\$	\$	
		Gas								

○ ✓ T

- A box used to track whether the check has cleared on the monthly bank statement when reconciling at the end of each month



CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT		✓ T	FEE (IF ANY)	BALANCE	
			(-)		(+)				\$	\$
9/03	301	Gas 'N' Go	\$ 15	78	\$			\$	\$	
		Gas								

○ Fee (if any)

- Any extra fees charged to the account
- Listed on the bank statement



CHECK REGISTER

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT (-)		DEPOSIT/ CREDIT (+)		√ T	FEE (IF ANY)	BALANCE	
									\$ 275.00	
9/1	DEP	Deposit			144	01			144	01
		September Paycheck							419	01

○ Balance

- The running total of the checking account
- Calculated by adding or subtracting each transaction
- Keep this updated



MONTHLY BANK STATEMENT

- Lists each monetary transaction and the current account balance for a specified time period
- Includes:
 - Dates
 - Identification for each transaction (number or type, date, amount)
 - Transaction amounts for withdrawals and/or deposits
 - Interest earned (if applicable)
 - Fees or charges (if applicable)



MONTHLY BANK STATEMENT

- Lists each transaction and current account balance
 - Deposits
 - Checks
 - Debit Card transactions
 - ATM transactions
 - Additional fees




RECONCILING A CHECKING ACCOUNT

- **Reconcile**
 - Balance the checkbook register each month to the balance shown on the statement
- Do this every month to ensure the correct balance in the checkbook
 - Knowing the correct balance can help to avoid bouncing checks



STEPS FOR RECONCILING

- View the monthly bank statement and check register


GUARDIAN ANGEL BANKING 423 SOUTH 15TH YOURTOWN, MT 55555				STATEMENT FOR: SALLY SMITH 500 GREAT STREET YOURTOWN, MT 55555	
<i>THIS STATEMENT COVERS: 9/1/06 THROUGH 9/30/06</i>					
CHECKING ACCOUNT #1234567890	Previous Statement Balance on 8/31		\$	225.00	
	Total Deposits		\$	280.01 +	
	Total Withdrawals		\$	463.60 -	
	New Balance		\$	41.41	
DEPOSITS AND OTHER CREDITS	<u>Date Posted</u>	<u>Transaction</u>		<u>Amount</u>	
	9/3	Deposit at South 15th Branch		\$ 144.01	
	9/5	Deposit at South 15th Branch		\$ 136.00	
	Total Deposits			\$ 280.01	
WITHDRAWALS	<u>Date Posted</u>	<u>Check #</u>		<u>Amount</u>	
	9/3	301		\$ 15.78	
	9/4	302		\$ 375.00	
	9/7	303		\$ 27.32	
	9/9 Debit Card	The Video Store		\$ 3.50	
	9/16 ATM	Cash		\$ 40.00	
	9/16 ATM Fee	Bank Fee		\$ 2.00	
	Total Withdrawals			\$ 463.60	

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		V	T	FEES (IF ANY)	BALANCE	
										\$ 225.00	
9/1	DEP	Deposit			144	01	✓			144	01
9/2	301	Gas N' Go	15	78						15	78
9/2	DEP	Deposit			136	00				136	00
9/3	302	Aspen Properties	375	00						375	00
		Rent									
9/6	303	Hungry Man	27	32						27	32
		Food									
9/9	DC	The Video Store	3	50						3	50
		Movie Rental									
9/16	ATM	Cash	40	00						40	00
		Cash									
9/16	ATM	Bank Fee	2	00						2	00
		Bank Fee									
9/30	304	The Clothing Shoppe	43	72						43	72
		Jeans									
9/30	DC	Ice Cream Creamery	2	75						2	75
		Ice Cream									
9/30	DEP	Deposit			30	00				30	00
		Lawn Mowing									

Place a check mark in the \checkmark T column for all transactions that have been cleared and are shown on the bank statement

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		\checkmark T	FEE (IF ANY)	BALANCE	
									\$ 225.00	
9/1	DEP	Deposit			144	01	\checkmark		144	01
9/2	301	Gas 'N' Go	15	78			\checkmark		15	78
9/2	DEP	Deposit			136	00	\checkmark		136	00
9/3	302	Aspen Properties Rent	375	00			\checkmark		375	00
9/6	303	Hungry Man Food	27	32			\checkmark		27	32
9/9	DC	The Video Store Movie Rental	3	50			\checkmark		3	50
9/16	ATM	Cash Cash	40	00			\checkmark		40	00
9/16	ATM	Bank Fee Bank Fee	2	00			\checkmark		2	00
9/30	304	The Clothing Shoppe Jeans	43	72					43	72
9/30	DC	Ice Cream Creamery Ice Cream	2	75					2	75
9/30	DEP	Deposit Lawn Mowing			30	00			30	00

Determine the current account balance from the bank statement

GUARDIAN ANGEL BANKING 423 SOUTH 15TH YOURTOWN, MT 55555			STATEMENT FOR: SALLY SMITH 500 GREAT STREET YOURTOWN, MT 55555
<i>THIS STATEMENT COVERS: 9/1/06 THROUGH 9/30/06</i>			
CHECKING ACCOUNT #1234567890	Previous Statement Balance on 8/31		\$ 275.00
	Total Deposits		\$ 280.01 +
	Total Withdrawals		\$ 463.60 -
	New Balance		\$ 91.41
DEPOSITS AND OTHER CREDITS	<u>Date Posted</u>	<u>Transaction</u>	<u>Amount</u>
	9/3	Deposit at South 15th Branch	\$ 144.01
	9/5	Deposit at South 15th Branch	\$ 136.00
	Total Deposits		\$ 280.01
WITHDRAWALS	<u>Date Posted</u>	<u>Check #</u>	<u>Amount</u>
	9/3	301	\$ 15.78
	9/4	302	\$ 375.00
	9/7	303	\$ 27.32
	9/9 Debit Card	The Video Store	\$ 3.50
	9/16 ATM	Cash	\$ 40.00
	9/16 ATM Fee	Bank Fee	\$ 2.00
	Total Withdrawals		\$ 463.60



Add any **outstanding deposits** – transactions that have not cleared the bank

Deposits Outstanding		
Date	Amount	
9/30	30	00
Total	30	00

Calculate the Subtotal

ENTER	
Bank Statement Balance	\$ <u>91.41</u>
ADD (+)	
Outstanding Deposits	\$ <u>30.00</u>
SUBTOTAL (=)	\$ <u>121.41</u>
SUBTRACT (-)	
Outstanding Withdrawals	\$ <u>D</u>
CALCULATE (=)	
Total should be the same as the checkbook register	\$ <u>E</u>



Subtract any outstanding withdrawals and calculate

ENTER	
Bank Statement Balance	\$ <u>91.41</u>
ADD (+)	
Outstanding Deposits	\$ <u>30.00</u>
SUBTOTAL (=)	\$ <u>121.41</u>
SUBTRACT (-)	
Outstanding Withdrawals	\$ <u>46.47</u>
CALCULATE (=)	
Total should be the same as the checkbook register	\$ <u>74.94</u>

Compare the total with the checkbook register. If the totals are different, double check the math and make sure all service fees and bank charges are recorded in the check register.

CHECKING ACCOUNT SAFETY

- If a checkbook, ATM, and/or debit card becomes lost or stolen
 - Immediately report it to the financial institution
 - File a report with the police
- Reported lost/stolen checkbook:
 - Financial institutions generally do not hold the account holder liable for any fraudulent charges



SAFETY CONTINUED

- Reported lost/stolen ATM/debit card:
 - Within 2 business days
 - Cardholder is only liable for \$50.00
 - Longer than 2 business days
 - Could be liable for up to \$500.00
 - Varies depending upon the financial institution
 - May not charge the account holder anything if the correct steps were taken to report the lost/stolen card

QUESTIONS?

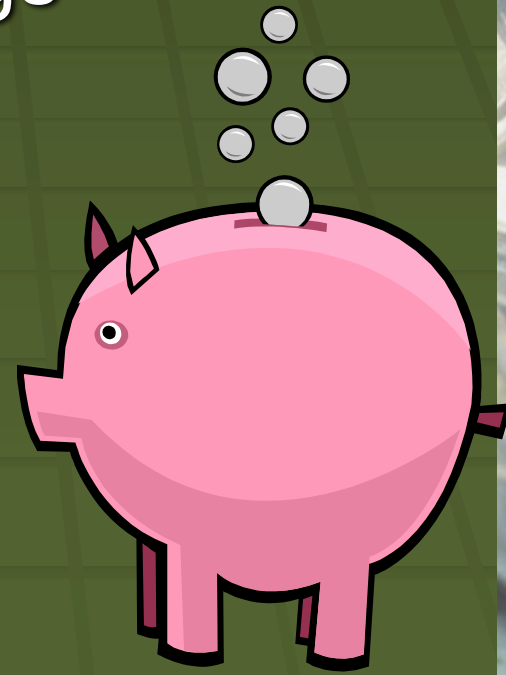


Saving



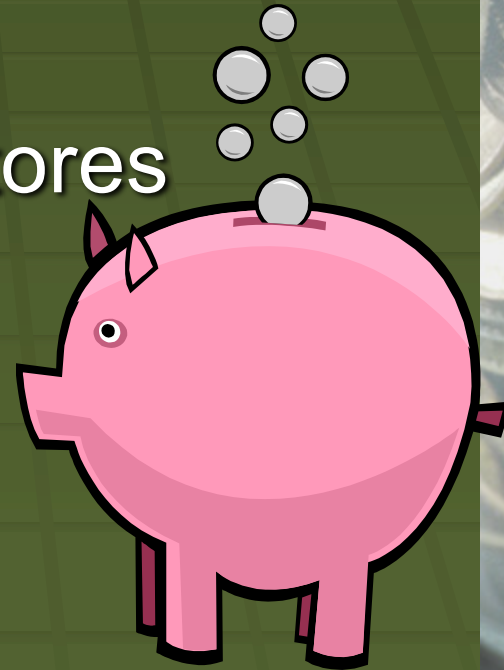
Ways to Save

- Payroll deductions
- Extra change in jar
- Jar change into savings account
- Save wage increases



Ways to Save

- Determine needs and wants
- Pay Yourself First
- Pay bills on time
- Avoid check-cashing stores
- Remember retirement



Reasons to Save

- To purchase a planned good or service in the future
- To buy a good or service that is suddenly wanted
- Eliminate future stress
- Emergencies
- Unexpected events



Government Regulations That Protect Savers

- **FDIC – Federal Deposit Insurance Corporation**
 - Insures each account in a federally chartered bank up to \$100,000 per account.



Government Regulations That Protect Savers

- **NCUA – National Credit Union Administration**
 - Insures each account in a federal credit union up to \$100,000 per account.



Assessment

- Create a bumper sticker, billboard, or print ad encouraging your peers to save.



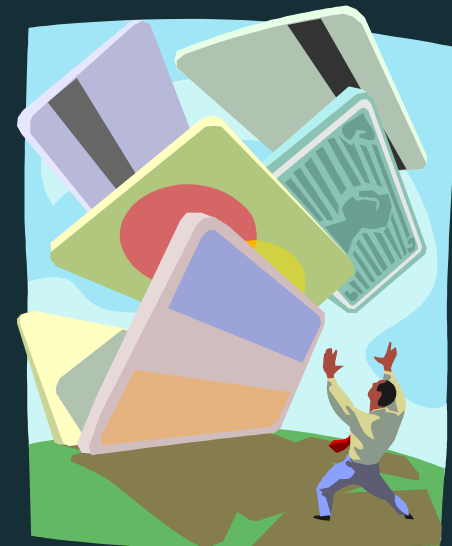


Credit



Questions to Consider

- ❑ **What is credit?**
- ❑ **Does credit cost?**
- ❑ **What are the advantages of using credit?**
- ❑ **What happens if I misuse credit?**





Credit

- **A legal agreement to receive cash, goods, or services now and pay for them in the future.**

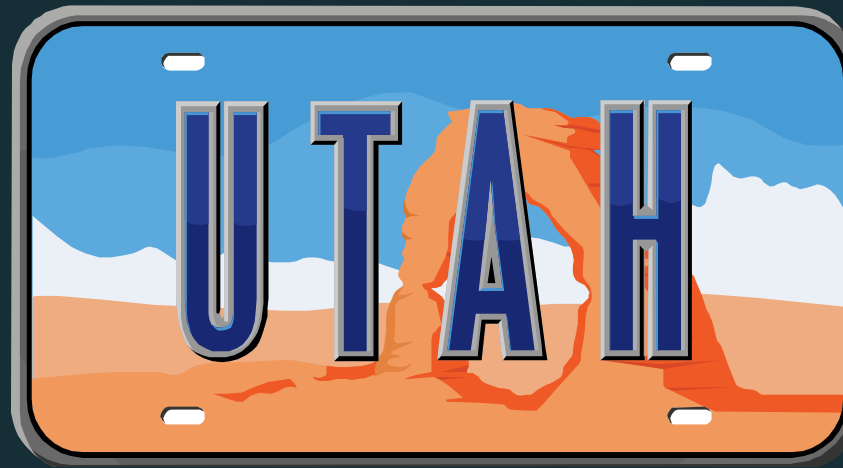


History of Credit Reporting

- ❑ **Born over 100 years ago**
- ❑ **1960s – reported only negative financial information**
- ❑ **1971 – Fair Credit Reporting Act (FCRA)**

Credit in Utah

- ❑ **The average credit card balance for 2011 was \$6,576.00**
- ❑ **Utah's average was \$5816.00**





Types of Credit

- ❑ **Credit Cards**
- ❑ **Installment Loans**
- ❑ **Service Credit**
- ❑ **Revolving Credit**
- ❑ **Student Loans**
- ❑ **IOU**
- ❑ **Single Payment Credit**

Credit Cards

- ❑ **Plastic cards with electronic information that can be used by the holder to make purchases or obtain cash advances using a line of credit made available by the card-issuing financial institution.**





Installment Loan

- **A loan in which the amount of payment and the number of payments are predetermined, such as an automobile loan.**
 - **Fixed payment**
 - **Set period of time**
 - **Set or varying interest rates**
 - **Examples: Car loans and mortgages**

Revolving Credit

- **A type of credit that does NOT have a fixed number of payments, such as a credit card.**
 - **No stated payoff time**
 - **Limit to credit**
 - **Minimum monthly payments**
 - **Finance charges**
 - **Example: credit card**



Service Credit

- **A member's earned service, prior service, and purchased service.**

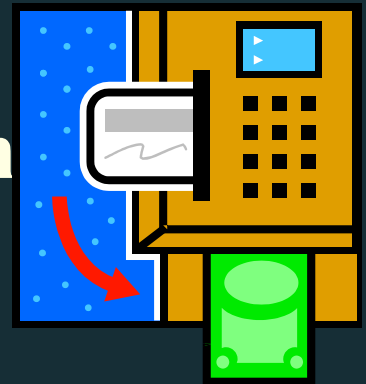
Student Loans



- ❑ **Loans offered to students to assist in payment of the costs of professional education. These loans usually charge lower interest than other loans, and are also usually issued by the government.**
- ❑ **Allows a person to finance their education and defer payments until after graduation.**

Debit Cards

- **Debit cards are plastic cards with electronic information, that look very similar to credit cards, that you can use to take money out against your checking account.**
- **When you swipe your debit card remember that the money is taken immediately from your checking account.**





Sources of Credit

- ❑ **Bank**
- ❑ **Credit Union**
- ❑ **Finance Companies**
- ❑ **Retail Stores**
- ❑ **Savings & Loan Associations**
- ❑ **Internet Stores**

How to establish credit

- ❑ Bank accounts
- ❑ Employment history
- ❑ Residence history
- ❑ Utilities in borrower's name
- ❑ Department store or gas credit card



How to maintain a good credit rating

- ❑ Establish a good credit history.
- ❑ Pay monthly balance on time.
- ❑ Use credit cards sparingly and stay within the limit.
- ❑ Do not move balance to other cards.
- ❑ Check credit report regularly.





Risks of Credit

- ❑ Interest
- ❑ Overspending
- ❑ Debt
- ❑ Identity Theft



Responsibilities of Credit

- ❑ **Know the real cost of debt.**
- ❑ **Don't use credit to live beyond your means.**
- ❑ **It is all about the details...read the fine print!**
- ❑ **Pay as much as you can, as early as you can.**

Co-Signer

- **The person who agrees to be responsible for loan payments if the borrower fails to make them.**





Collateral

- **A form of security to help guarantee that a creditor will be repaid.**

Advantages



Disadvantages

- ❑ Convenient
- ❑ Immediate
- ❑ No need for cash
- ❑ Zero liability on fraud
- ❑ Helps on reservations
- ❑ Bonuses, points

- ❑ It is a loan
- ❑ Interest rate
- ❑ Additional fees
- ❑ Easy to overspend
- ❑ Can promote impulse purchases
- ❑ Risk of identity theft

The Cost of Using Credit



SCENARIO:

- ❑ Interest Rate 17%
- ❑ Minimum Payment 2.5% or \$10.00

Balance	Time to Pay Off	Interest Charged	Total Pay
\$1,000.00	12 years	\$979.00	\$1,979.00
\$2,500.00	19 years	\$2,941.00	\$5,441.00
\$5,000.00	24+ years	\$6,210.00	\$11,210.00

The Cost of Using Credit

SCENARIO:

- ❑ Interest Rate 24%
- ❑ Minimum Payment: 4% of current balance or \$10

Balance	Time to Pay Off	Interest Charged	Total Pay
\$2,000.00	9 yrs & 9 mo	\$1,774.96	\$3774.96,
\$6,000.00	14 yrs & 4 mo	\$5,775.08	\$11,775.08
\$10,000.00	16 yrs & 5 mo	\$9,774.89	\$19,774.89

How long will it take to pay off? (Paying only the minimum payment)

- You owe \$4500
- APR = 21%
- Minimum Payment:
4% of current balance or \$15

11.9 years

How much will it cost? (Paying only the minimum payment)

□ You owe \$4500

□ APR = 21%

□ Minimum Payment:
4% of current balance or

\$15

\$7,831.00

TOTAL

\$3,331.00

interest

27" TV

→ Suppose you see a TV you want to buy with a retail price of \$400.



\$400.00

cash

→ If you have saved enough in your “buy stuff” account, you can withdraw your money and buy the TV. If you use a credit card, and pay off the balance within the billing cycle, you pay no interest (if it is a credit card which has the grace period).

27" TV On Sale



→If you shop around and find the same TV for \$350, you just saved \$50. But what did you save in terms of your ability to earn money? If you are in an average tax bracket of about 20%, you must earn \$62.50 before you can spend \$50. So if you avoid spending \$50, that is like earning \$62.50. If you earn \$10 per hour, you just saved the equivalent of 6 1/4 hours of work!

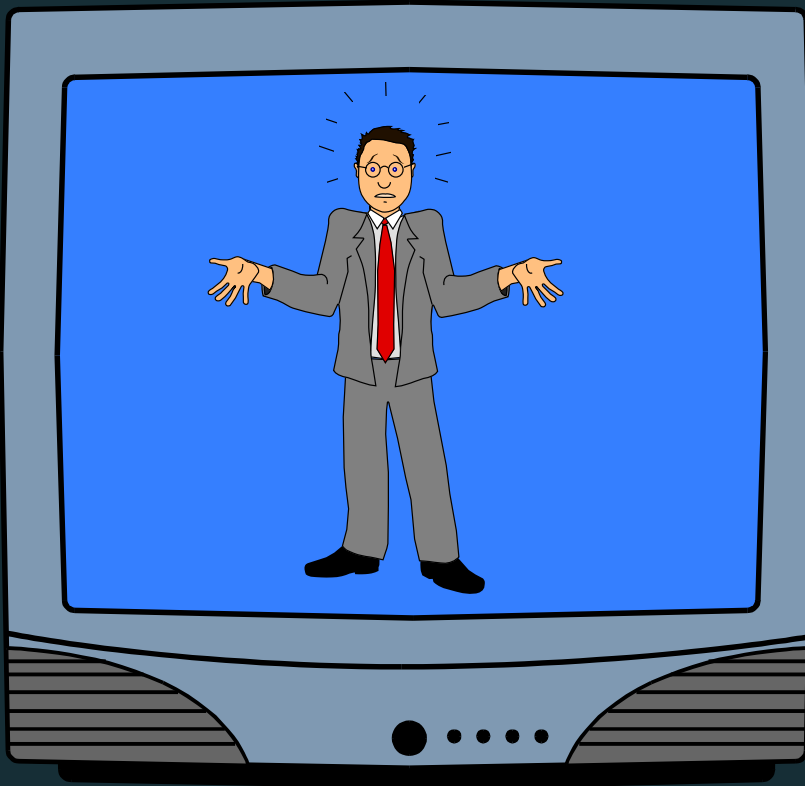
\$350.00

- **by smart shopping**
- **$\$50 / .80 = \62.50 earn**
- **$\$62.50 / 10 = \sim 6 \frac{1}{4}$ hrs**

27" TV \$400.00

using a credit card

Paying \$26.00/mo



Balance	Time to Pay Off	Interest Charged	Total Pay
\$400.00	18 months	\$59.00	\$459.00

- $\$59.00 / .80 = \74 earn
- $\$74 / 10 = \sim 7.4$ hrs extra to pay the \$59.

27" TV \$400.00

Finance Company 36% A.P.R.

18 months

\$29.00/month

\$123.00 interest

Total Cost \$ **523**

$\$123 / .80 = \154

$\$154 / 10 = \sim 15.4$ hrs



27" TV \$400.00

Too Easy Loan
(Bad Credit OK)



- ❑ 300% A.P.R.
- ❑ Car Title Pawn
- ❑ 18 months
- ❑ \$102.00 payment/month
- ❑ \$1,433 interest

❑ Total Cost **\$1833**

❑ $\$1433 / .80 = \1791

❑ $1791 / 10 = 179 \text{ hrs}$

Costs of Using Credit

- ❑ Finance charges
- ❑ Interest
- ❑ Late fees
- ❑ Default rates
- ❑ Closing costs



Warning Signs of Credit Abuse

- ❑ **Delinquent Payments**
- ❑ **Default Notices**
- ❑ **Repossession**
- ❑ **Collection Agencies**
- ❑ **Judgment Lien**
- ❑ **Garnishment**





Financial Consequences of Debt


- ❑ **Overspending**
- ❑ **Paying high interest rates**
- ❑ **Lowers credit score**
- ❑ **Difficulty getting a loan**

Check Writing

All About Checks


Check Writing


- Checks include the following information:

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 9944444433 203	

Check Writing


- **DATE:** Include the month, day and year you are writing the check.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	20
PAY TO THE ORDER OF _____	\$ _____	
		DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____		
:053962407 9944444433 203		




Check Writing

- PAYEE: Write the name of the person or business on the line, *“Pay to the order of.”*

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____	_____	_____
:053962407 9944444433 203		


Check Writing

- **AMOUNT IN NUMBERS:** Write the amount of the check in numbers.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
PAY TO THE ORDER OF _____	_____ 20 _____ \$ _____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 9944444433 203	


Check Writing

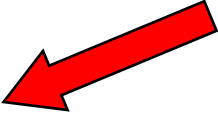
- **AMOUNT IN WORDS:** Write the amount of the check in words.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	_____ 20 _____
PAY TO THE ORDER OF	_____	\$ _____
		_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____	_____	_____
:053962407 9944444433 203		

Check Writing


- **SIGNATURE:** Sign all checks the way you sign the signature card.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____		
:053962407 9944444433 203		




Check Writing

- MEMO: Use the memo area to note the reason for the check.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 9944444433 203	


Check Writing

- **ROUTING NUMBERS:** The nine-digit string of numbers used to identify your bank to process the transaction

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
: 053962407 8944444433 203	


Check Writing

- **ACCOUNT NUMBER:** The number used to identify your unique account within the bank.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
: 053962407 9944444433 203	


Check Writing

- **CHECK NUMBER:** The number used to identify a specific check within the sequence of the register. It usually includes 3 or 4 digits.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 9944444433	203

Check Writing

- **TRANSIT NUMBER:** Used to list checks for deposit.


JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	_____ 20 _____
PAY TO THE ORDER OF _____	\$ _____	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____	_____	
:053962407 9944444433 203		

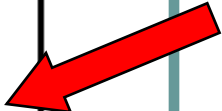
Check Writing

How to Write Checks: You should fill out the following 6 items.

Check Writing


- **DATE:** Include the month, day and year you are writing the check.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891
	09/15 20 06
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 9944444433 203	




Check Writing

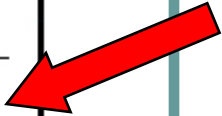
- PAYEE: Write the name of the person or business on the line, *“Pay to the order of.”*

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	09/15 20 06
PAY TO THE ORDER OF	<u>Athletic Shoe Company</u>	\$ _____
		_____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____	_____	
:053962407 9944444433 203		

Check Writing


- **AMOUNT IN NUMBERS:** Write the amount of the check in numbers.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	09/15 20 06
PAY TO THE ORDER OF	Athletic Shoe Company	\$ 55.63
		DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO		
:053962407 9944444433 203		




Check Writing

- **AMOUNT IN WORDS:** Write the amount in words. Start at the left, write any cents as a fraction, and draw a line in the extra space.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	09/15 20 06
PAY TO THE ORDER OF	Athletic Shoe Company	\$ 55.63
Fifty-Five and 63/100 -----		DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO _____		
:053962407 9944444433 203		


Check Writing

- **SIGNATURE:** Sign all checks the way you sign the signature card.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891	09/15 20 06
PAY TO THE ORDER OF	Athletic Shoe Company	\$ 55.63
Fifty-Five and 63/100 -----		DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA		
MEMO	<i>George Washington Doe</i>	
:053962407 9944444433 203		

Check Writing

- MEMO: Use the memo area to note the reason for the check.

JAMES SMITH JANE SMITH 321 OAK ST ANYTOWN, USA	#203 12-567/891 09/15 20 06
PAY TO THE ORDER OF Athletic Shoe Company	\$ 55.63
Fifty-Five and 63/100 ----- DOLLARS	
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO Running Shoes	<i>George Washington Doe</i>
:053962407 994444433 203	

Check Writing

- Check Register: Don't forget to balance your checkbook by filling out the check register.

Number	Date	Description of Transaction	Payment Debit	Deposit Credit	Balance
	1-Jul	Beginning Balance			\$500.00
6801	1-Jul	Athletic Shoe Company	\$55.63		\$444.37
	4-Jul	Deposit		\$285.00	\$729.37

Check Writing

12 Rules About Checking

12 Rules About Checking

- 1) Only write checks when you have enough money in your account.
- 2) Write checks legibly.
- 3) Write the check amount as far to the left as possible.
- 4) Always use a **pen** to write checks.

12 Rules About Checking

- 5) Don't erase mistakes on a check.
- 6) Don't sign blank checks.
- 7) Use restrictive endorsements.
- 8) Print the right date on a check.

12 Rules About Checking

- 9) Always keep checks in a safe place.
- 10) Destroy voided or unused checks and deposit slips.
- 11) Record every transaction in the checkbook register.
- 12) Keep a running balance in the checkbook register.

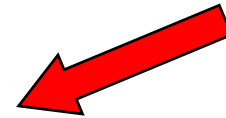
Check Writing

How to Cash a Check

How to Cash a Check

- **BLANK ENDORSEMENT:** Sign your name the same way it is written on the front of the check.

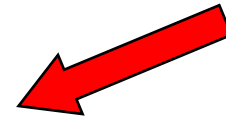
ENDORSE HERE
<i>George W. Doe</i>



How to Cash a Check

- **SPECIAL ENDORSEMENT:** Do this when you want to give someone else the money. Write “pay to the order of” and that person’s name. Then sign it. Now that person is the only one that can cash the check.

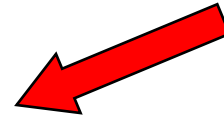
ENDORSE HERE
<i>Pay to the order of</i>
<i>William J. Doe</i>
<i>George W. Doe</i>



How to Cash a Check

- **RESTRICTIVE:** When you want your check to be very safe, like when you send it by mail to your bank, use this type of endorsement. Then , it can only be deposited into your account.

ENDORSE HERE
<i>For Deposit Only</i>
<i>George W. Doe</i>



Check Writing

The End



PERSONAL AND FINANCIAL CYBER SECURITY

Message from Anita Galeana, President Bella Charitable Foundation:

One of the most important things to remember is that **NO financial institution will ever CALL YOU and ask for your social security (SS#) number or other personal information.** However, If YOU CALL a bank or credit card company, you may be asked to punch in your account number and then a person will usually request information to security questions, in order to prove who you say you are. At the most they will ask you for the **last four digits** of your SS#.

NEVER share your account information or SS# with anyone, especially over the phone.

I use “multi-factor authentication” for my gmail account. Which means if I sign in to gmail using a new computer or iPhone, I have to provide my password, and after that I also have to type in a code that is texted to me by gmail. For banking, I also use the same two-factor authentication when logging in and I have multiple alert systems set up. For example; I receive a text message from Bank of America every time I withdrawal more than \$100 at an atm or when I use my debit card to purchase things. (A debit card is like a VISA credit card, except that the money comes out of your checking account.)

I am not an expert on cyber security or identity theft, but I have had my identity stolen in the past and my computer password stolen recently. So I have had to learn the hard way. I have been on the receiving end of multiple scam and extortion attempts, including robo calls from FOREIGN countries, and calls from fake IRS personnel. The list is long. You have to use your intuition and if something doesn't seem right, OR if someone makes an offer that is too good to be true, it is most likely a scam.

“KNOWLEDGE IS POWER”

PERSONAL AND FINANCIAL CYBER SECURITY

The following information was provided by Bank of America for its customers.

The information provided is a guide to help keep your personal and financial information safe, along with your identity. If you already have an account with a different bank, browse their website for additional information.

What you need to do:

- Use a strong, unique password for each of your accounts. Memorize them and use multi-factor authentication where available. [Learn more about creating strong passwords](#)
- Only download software or applications from well-known or reputable sources, such as Apple, Google Play or Microsoft. Check the logos, developer names and reviews to spot fake applications. Scammers count on users being too busy to see differences that can make fake software easier to spot.
- Turn off Wi-Fi and Bluetooth services when you're not using them, and avoid using public Wi-Fi for financial transactions unless you use a secure, private connection, like VPN software.
- Back up your data regularly. If you use online or cloud storage, be sure you understand your provider's privacy and security policies and keep your access codes safe.
- Use the administrator login on your home computer only for creating new users and installing software. If you use administrator accounts when browsing the internet, banking or reading email, the risk of malicious code entering your computer without detection is much greater. Create standard user accounts for yourself and everyone in your family to limit your exposure.

How you can help protect your identity

- Make sure your mobile number and email address are up to date with your banking systems. Review and respond to security and fraud alerts promptly. [Sign in to Online Banking to update your contact information](#)
- If you use the Bank of America or Merrill Lynch mobile apps, allow push alerts for more secure communication about your accounts. Review and respond to security and fraud alerts promptly.
- Review your credit report frequently and carefully by requesting a free copy of your credit report every 12 months from AnnualCreditReport.com.
- **Carry only necessary identification with you; do not carry your Social Security card.**
- Use a strong, unique password for each of your accounts. Enable multi-factor authentication or biometrics like fingerprint sign-on or retina/facial recognition when available.

How you can help protect your computer

- Equip your computer with comprehensive malware and virus protection software. We offer [McAfee® LiveSafe™](#) virus, malware and phishing detection free to our customers for 12 months and half price for the following 12 months.
- Only download software or applications from well-known or trusted sources.
- Download and install any operating system and software updates (sometimes called patches or service packs) in a timely manner.

How you can help protect your smartphone

- Enable multi-factor authentication or biometrics like fingerprint sign-on or facial recognition when available.
- Avoid clicking on links from unknown sources found within text messages, on web pages and in suspicious emails.

How you can help avoid scams

If you receive a suspicious call, text or email from someone claiming to be Bank of America, do not respond. Send it to abuse@bankofamerica.com. Our team reviews all submissions; we will only reply to your message if we require additional information.

How you can identify and avoid scams

What you need to know:

- We work hard to ensure that any Bank of America content you're receiving is really from Bank of America
- We'll never ask you to send us personal information such as an account number, card PIN or Social Security or Tax ID over text or email. If you do receive a request like this or any other suspicious phishing email, please forward it to us at abuse@bankofamerica.com. We will only reply to your message if we require additional information.
- Scammers use a variety of techniques – here are a few examples.

- Using compromised business email addresses and impersonating executives, real estate agents, attorneys or others to insist that you redirect planned wire transfers to fraudulent accounts. [Learn about business email compromise on the FBI website](#)
- Sending mailers to older adults that request the payment of a small fee in order to receive a big sweepstakes prize. [Learn how to spot and help prevent elder abuse](#)
- Posing as government officials, security officers, tax collectors or tech support to resolve a non-existent issue or assist with a hypothetical software license renewal

What you need to do:

- If you receive a suspicious call, text or email from someone claiming to be from Bank of America, do not respond, click links or open attachments. If this has happened to you, contact us right away at 800.432.1000.
- If you're being asked to send money as the result of a call, text or email, here are some questions you need to consider:
- Is the requestor rushing or pressuring you?
- Is the person asking for money someone you've never met?
- If a business is requesting that you wire money or send funds online, is it to a new account number or different from what was described on initial paperwork?
- Is the phone number that's calling you (from, for example, your title company, contractor or attorney) different than usual?
- Are you being pressured to send money to claim lottery funds or some other form of prize?

Added layer of security

The new chip on your card provides additional security when used at terminals and ATMs that are chip-enabled—the data stored on the chip is more difficult to counterfeit or copy.

No matter how you use your card, your purchases are also covered by zero liability protection: Bank of America credits your account back for fraudulent transactions.

- Bank of America emails will never ask you to reply in an email with any personal information such as your Social Security number or ATM PIN
- We fully authenticate all of our email. Make sure the email address we have on file for you is not a forwarded email (for example, you might forward mail from your college.edu address to your gmail.com account).



- If you receive an email that appears to be from Bank of America and ends up in a junk folder, leave it there.

END