Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKING ACCOUNT – WRITING CHECKS 2**

When it is time to pay your bills, you can write a check to each of your bill collectors. When your bank receives the check, they will deduct that amount from your balance to make the payment. If your account does not have enough money in it to cover the check, then the check will bounce. This is called an NSF (non-sufficient funds). If you bounce a check, you will incur a hefty service charge.

**Directions: Read the information carefully and write the following checks.**

1. Your name is Sara Kent. Complete check #429. The date is January 4, 2013. Make the check payable to Chow’s Nail Salon for $35.99. This check is payment for a manicure.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sara Kent |  |  |  |  |  | 429 |
| 526 Poplar Drive |  |  |  |  |  |  |  |
| Richmond, VA 23173 |  |  |  |  |  | 2013 |
| Pay to the Order of |  |  |  |  |  | $ |  |
|  |  |  |  |  |  |  |  | Dollars |
| Richmond National Bank |  |  |  |  |  |  |  |
| Memo |  |  |  |  |  |  |  |
| 054 |  | 3362523 | 115569 | 5279 | 01 | 429 |  |

1. Your name is Troy Shillings. Complete check #682. The date is October 18, 2013. Make the check payable to Security Finance Company for $364.91. This check is your car payment, account 31562.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Troy Shillings |  |  |  |  |  | 682 |
| 589 Sugar Cane Drive |  |  |  |  |  |  |  |
| Richmond, VA 23173 |  |  |  |  |  | 2013 |
| Pay to the Order of |  |  |  |  |  | $ |  |
|  |  |  |  |  |  |  |  | Dollars |
| Richmond National Bank |  |  |  |  |  |  |  |
| Memo |  |  |  |  |  |  |  |
| 054 |  | 3362523 | 115952 | 4831 | 01 | 682 |  |

 **Answer Key** .

**Checking Account – Writing Checks 1**

When it is time to pay your bills, you can write a check to each of your bill collectors. When your bank receives the check, they will deduct that amount from your balance to make the payment. If your account does not have enough money in it to cover the check, then the check will bounce. This is called an NSF (non-sufficient funds). If you bounce a check, you will incur a hefty service charge.

**Directions: Read the information and write your answer on the line provided.**

Write out each of the following amounts, as they would appear on a check.

1. $9.52 Nine dollars and 52/100--------------

1. $52.49Fifty two dollars and 49/100----------------
2. $105.81One hundred five dollars and 81/100------------------
3. $1,624.62One thousand six hundred twenty-four dollars and 62/100----------------------
4. $267.29Two hundred sixty-seven dollars and 29/100-----------------
5. $9,753.94Nine thousand seven hundred fifty-three dollars and 94/100----------------

7. 699.82 Six hundred ninety-nine dollars and 82/100-----------------

1. Your name is Beth Sears. Complete check #265. The date is November 11, 2013. Make the check payable to Duke Energy for $156.78. This check is payment for account number 56245.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Beth Sears |  |  |  |  |  |  | 265 |
| 1462 Castle Drive |  |  |  |  |  |  |  |  |
| Richmond, VA 23173 |  |  |  |  |  | November 11 | 2013 |
| Pay to the Order of | Duke Energy |  |  |  |  |  | $156.78 |  |
| One hundred fifty-six dollars and 78/100 --------------------------------------------------------- |  |  |  |  |  | Dollars |
| Richmond National Bank |  |  |  |  |  |  |  |
| Memo | Account 56245 |  |  |  | Beth | Sears |  |  |
| 054 | 3362523 | 115336 | 2659 | 01 |  | 265 |  |

**Answer Key** **Checking Account – Writing Checks 2.**

When it is time to pay your bills, you can write a check to each of your bill collectors. When your bank receives the check, they will deduct that amount from your balance to make the payment. If your account does not have enough money in it to cover the check, then the check will bounce. This is called an NSF (non-sufficient funds). If you bounce a check, you will incur a hefty service charge.

**Directions: Read the information carefully and write the following checks.**

1. Your name is Sara Kent. Complete check #429. The date is January 4, 2013. Make the check payable to Chow’s Nail Salon for $35.99. This check is payment for a manicure.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sara Kent |  |  |  |  |  |  | 429 |
| 526 Poplar Drive |  |  |  |  |  |  |  |  |
| Richmond, VA 23173 |  |  |  |  |  | January 4 | 2013 |
| Pay to the Order of | Chow's Nail Salon |  |  |  |  |  | $35.99 |  |
| Thirty-five dollars and 99/100--------------------------------------------------------- |  |  |  |  |  |  |
| --- |  |  |  |  |  |  |  | Dollars |
| Richmond National Bank |  |  |  |  |  |  |  |
| Memo | Manicure |  |  |  | Sara Kent |  |  |
| 054 | 3362523 | 115569 | 5279 | 01 |  | 429 |  |

1. Your name is Troy Shillings. Complete check #682. The date is October 18, 2013. Make the check payable to Security Finance Company for $364.91. This check is your car payment, account 31562.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Troy Shillings |  |  |  |  |  |  |  | 682 |
| 589 Sugar Cane Drive |  |  |  |  |  |  |  |  |
| Richmond, VA 23173 |  |  |  |  |  | October | 18 | 2013 |
| Pay to the Order of | Security Finance Company |  |  |  |  |  | $364.91 |  |
| Three hundred sixty-four dollars and 91/100 --------------------------------------- |  |  |  |  |  | Dollars |
| Richmond National Bank |  |  |  |  |  |  |  |
| Memo | account 31562 |  |  |  | Troy Shillings |  |  |
| 054 | 3362523 | 115952 | 4831 | 01 |  | 682 |  |