**Sample Deposit Slip**

Here’s a look at a sample deposit slip you would complete when you deposit cash and checks into your checking account.



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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **First Bank** |  | **Dollars** | **Cents** |  | **E** |
|  |  |
|  | John Doe | CASH |  |  |  |  |
|  | 123 Main Street |  |  |  |  |  |
| **B** | Checks |  |  |  |  |
|  |  |  | **F** |
| Anytown, USA 12345 |  |  |  |
|  | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
|  |  |  |  |  |  |
| **C** |  |  |  |  |  |
|  |  |  |  | **G** |
| *deposits may not be available for immediate withdrawal* |  |  |  |  |
|  |  |  |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Subtotal |  |  |  |  |
|  |  |  |  |  |
|  | Less Cash |  |  |  |  |
|  |  |  |  | **H** |
|  | Sign here if cash received from deposit |  |  |  |
|  |  | TOTAL |  |  |  |  |
|  |  |  |  |  |  |
| **D** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **I** |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
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1234 5678 123456789 00123 1234567

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First Bank** |  |  |  |  | **Dollars** | **Cents** |
| John Doe |  |  |  |  | CASH |  |  |  |
| 123 Main Street |  |  |  | Checks |  |  |  |
|  |  |  |  |  |  |
| Anytown, USA 12345 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *deposits may not be available for immediate withdrawal* |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Subtotal |  |  |  |
|  |  |  |
| Less Cash |  |  |  |
|  | Sign here if cash received from deposit |  |  |  |  |
|  |  |  |  |  | TOTAL |  |  |  |
|  |  |  |  |  |  |  |  |
| 1234 | 5678 | 123456789 | 00123 | 1234567 |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |

**Grade 10, Money Matters 2: Take it to the Bank!**

**Student Handbook, Sample Personal Check**

**Sample Personal Check**

Personal checks come in many different colors and designs, but they all include the same basic information. Here’s a look at the features you’ll find on every check, including directions on how to fill out each item correctly. When you fill out a check, always write clearly and use an ink pen.



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| **A** |  |  | **First Bank** |  |  | **567** |  |
|  |  |  | John Doe |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | 123 Main Street |  |  |  |  |
|  |  |  | Anytown, USA 12345 |  |  | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **D** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Pay to the order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |
|  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |
|  |  |  | Memo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **G** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | 1234 | 5678 | 123456789 | 00123 | 1234567 |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**B**

**C**

**E**

**H**

**I**

1. Your name and address
2. The check number, which is different for each check.
3. The date you are writing the check. You can write in words or numbers, but be sure to include the year.
4. The name of the person or company you are writing the check to. This is called the payee.
5. The amount of the check in numbers, such as $75.25. Write the numbers close to the dollar sign ($) so there’s no room for anyone to add extra numbers.
6. The amount of the check in words. Starting at the far left, write the dollar amount followed by the word and, then the amount of cents over the number 100. (For example: Seventy-five and 25/100.) Draw a line through any space left on the line.
7. The reason for the check, or any information requested by the payee. For example, if you’re writing a check to the phone company, you would write your account number here
8. Your signature, which should always be written the same way.
9. Numbers that identify the bank, your account, and the check number.

**Blank Personal Check**

Make out the check below to cover the expense on the chance card you received. Remember to write clearly and use a pen. If you need to start again, write VOID in large letters across the check and start again with the second check below.

**First Bank** **568**

John Doe

123 Main Street

Anytown, USA 12345 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1234 5678 123456789 00123 1234568

**First Bank** **569**

John Doe

123 Main Street

Anytown, USA 12345 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1234 5678 123456789 00123 1234569