

Classroom Banking System

Use the First Bank of Ludwig Link: <http://35891.mykidsbank.org/>

When you write a check follow the directions below; however, most of the banking may be done online.

Steps to filling out a check:

1. Once you get your checkbook, put the check # (upper right corner) and account # (must be 9 digits; bottom left corner, where it says act#) on all checks in **pen**. Also, write your account number on the inside cover of your checkbook for an easy reference.
2. Next, when you fill out a check:
 - a. Put today's date on the date line (upper right corner, below the check#)
 - b. On the *Pay to the Order* line, put who you are writing the check to. Remember to put both their first and last name.
 - c. On the line below the *Pay to the Order* line, write the amount of money in words (Example: Fifteen dollars and)
 - d. Following the word amount and the word *and* add 00/100 (you will always put 00/100 because I do not have cents or change in my banking system. The zeros represent no change.)
 - e. Then, put the dollar amount in the box to the right of the check. Be sure to include a \$ sign.
 - f. Next, in the bottom left corner, where it says *memo* write a note about the check (Example: Happy Birthday!, rent, class fine, going to locker, etc.)
 - g. Sign your signature in the bottom right corner. Make sure to write in cursive and to use your full name that appears on your birth certificate. No nicknames.
3. Once you have completed filling out your check, make sure you record your check on your Banking Record Sheet (should be in your banking folder).
 - a. First, put the check number.
 - b. Next, put the date you wrote the check.
 - c. Next, put a description about the check (Example: to Isabella for her Birthday, or Mrs. Novak for rent).
 - d. Then, if you are paying someone else in the form of a check, record the money amount under **Payment**. If you are putting the check in the bank, then record the money amount under **Deposit**.
 - e. Next, if you made a **payment** subtract the money amount from your total in your account. If you made a **deposit** add the money amount to your total in your account. The totals should appear in the balance section of your Banking Record Sheet.

Steps to filling out Deposits:

1. If you have money or checks in your possession that you want to put in your account, you would need to fill out a deposit sheet.
2. Deposit sheets can be found at the back of your checkbook.
3. Filling out your deposit sheet:
 - o On the left side of the check, where it says date, put today's date.
 - o On the bottom, left side, where it says act#, put your 9-digit account number.
 - o Then, on the table to the right:
 - If you have cash, write the total amount of cash on the line that says *cash*.
 - If you have a check, write the check # on the line where it says *check number*. Then, in the table next to the check number, write the total amount of the check.
 - If you want some money back, write that on the *less cash back* line.
 - Then, write the total amount being deposited by adding all of it up.
 - o Once you have filled out your deposit sheet, make sure you record it on your Banking Record Sheet. Record it as a *deposit*, not a *payment*.

Steps to getting Cash back:

- If you have a check and you want it all in money, you need to **put your signature on the back, top of the check, along with your account number.**
- Then, give it to Mrs. Novak. Remember you will not receive your money until the next day.
- If you have a check and you want some of the money, but you want the rest deposited, then you would have to use a *deposit sheet* and write how much you want in cash on the *less cash back* line.