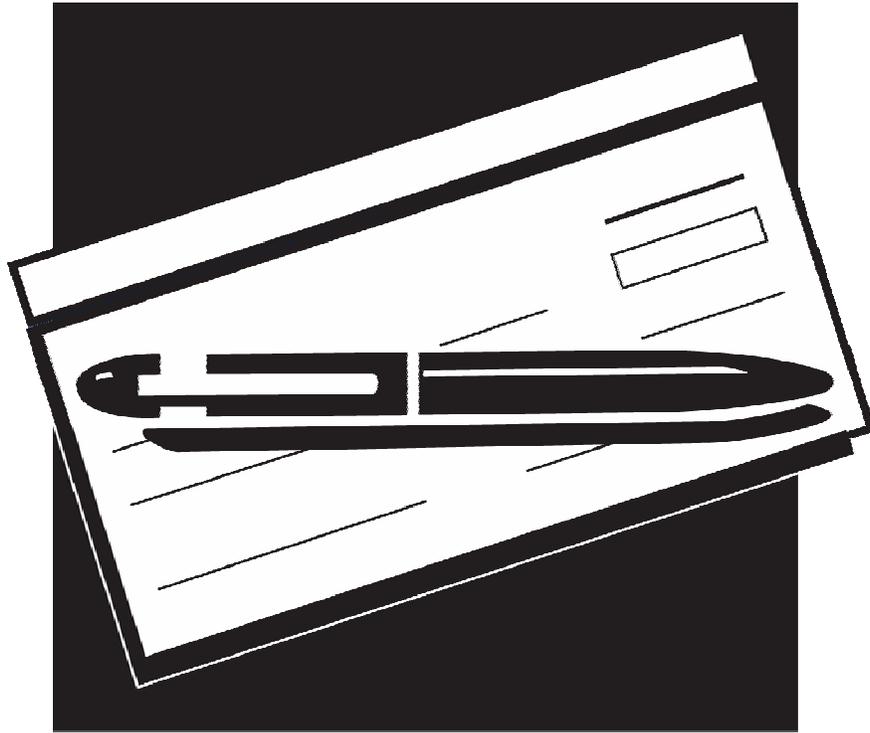
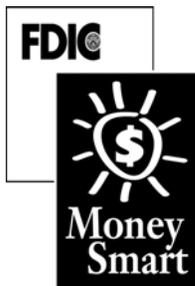


Check It Out



Instructor Guide



Building: Knowledge, Security, Confidence

FDIC Financial Education Curriculum

TABLE OF CONTENTS

	Page
Module Overview	1
Purpose	1
Objectives	1
Presentation Time	1
Materials and Equipment Needed to Present this Module	1
Handouts	1
Lesson Plan	2
Module Overview	2
What Do You Know?	5
Introduction to Checking Accounts	6
Benefits of Checking Accounts	7
Finding the Right Checking Account	10
Comparing Checking Accounts	20
Opening a Checking Account	23
Using Money in Your Checking Account	31
Adding Money to Your Checking Account	45
Keeping an Accurate Record of Your Checking Account Activity	55
Summary and Conclusion	68
What Do You Know? Form	69
Evaluation Form	70

MODULE OVERVIEW

Purpose

The Check It Out module shows students how to use a checking account responsibly.

Objectives

At the end of the module, students will be able to:

- State the benefits of using a checking account.
- Determine which checking account is best for them.
- Identify the steps involved in opening a checking account.
- Add and withdraw money from a checking account.
- Reconcile a check register with a bank statement.

Presentation Time

The total presentation time is 120 minutes. The class can be divided into two 1-hour sessions taught on different days if this is more convenient for students. If you teach this module as two 1-hour sessions, it can be split into two parts as follows:

Part 1	Part 2
Module Overview (15 minutes)	Using Money in Your Checking Account (20 minutes)
Benefits of Checking Accounts (5 minutes)	Adding Money to Your Checking Account (15 minutes)
Finding the Right Checking Account (10 minutes)	Keeping an Accurate Record of Your Checking Account Activity (15 minutes)
Comparing Checking Accounts (10 minutes)	Summary and Conclusion (10 minutes)
Opening a Checking Account (20 minutes)	

Note: Times are approximate.

Materials and Equipment Needed to Present This Module

Important Note: The materials and equipment needed to present all of the Money Smart modules are listed in the *Guide to Presenting the Money Smart Program*. Review the Guide thoroughly before presenting this module.

Handouts

Completed Practice Check Register

LESSON PLAN

Instructor Notes	Presentation
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MODULE OVERVIEW

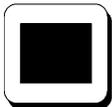
Welcome



1: *Check It Out*

Welcome to Check It Out! By taking this module you are taking a step to building a better financial future for yourself and your family. You will discover that having a checking account is convenient and can save you money.

Introduction

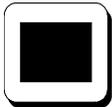


2: *Introduction*

Introduce yourself and share a little of your background and experience.

Student Introductions

Before we get started, I would like to know a little bit about you.



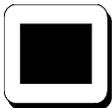
3: *Student Introductions*

Ask students to introduce themselves and state their expectations, questions, and/or concerns about what will be covered during the training.

If there is anything that will not be covered in the module, tell students where the information can be obtained (e.g., another module, a website).

Record their course-related expectations, questions, and concerns on chart paper and tape to the walls in the classroom.

Purpose

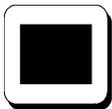


4: *Purpose.*
Describe the purpose of the module.

Check It Out will teach you what you need to know to open and maintain a checking account. You will learn the responsibilities involved in having a checking account and the many ways you can use it so you are not carrying around large amounts of cash.



5 and 6: Objectives
Describe the module objectives.



7: Agenda and Ground Rules
Describe the module agenda and ground rules.

MODULE OVERVIEW (Continued)

Objectives

By the end of this module, you will be able to:

- State the benefits of using a checking account.
- Determine which checking account is best for you.
- Identify the steps involved in opening a checking account.
- Add and withdraw money from a checking account.
- Reconcile a check register with a bank statement.

Agenda and Ground Rules

If you have decided to teach the module in two 1-hour segments, let students know what will be covered in each segment and the date for the second session.

This module will take about 2 hours to present, depending on how long it takes us to get through the exercises and activities.

There will be two 10-minute breaks during the training, one for each hour of training.

I will be using a variety of training methods. I will be presenting material to you via lectures.

There will also be classroom and small group discussions and exercises that give you a chance to practice what you have learned.

If you have experience or knowledge in some aspect of the training material, please share your ideas with the class.

One of the best ways to learn is from each other. You might be aware of some method that has worked well for you or some pitfall to avoid. Your contribution to the class makes the learning experience that much better.

MODULE OVERVIEW (Continued)**Student Materials**

Refer students to the Participant Guide.

Review its contents and organization.

Each of you has a copy of the Check It Out Participant Guide. It contains:

- Materials and instructions you will need to complete the exercises.
- Checklists and tip sheets related to the module content.
- Space for you to take notes.
- A glossary of the banking terms used in this module.
- Resources for you to investigate after the class.

You will also receive a copy of the slides I will be using to present this module.

We will be using the Guide throughout the training. You will be able to take it home and use it as a reference.



Ask students ...

Do you have any questions about the module overview?



Refer students to the form on page 22 of their Participant Guide. Explain its purpose.

WHAT DO YOU KNOW?

Purpose

The What Do You Know? form lets you measure how much you have learned from this training. It also tells me what you liked about it and what needs to be improved.

You will complete the first section of the form now and the rest of the form at the end of the training.

Read the instructions for the “Before-the-Training” column only and walk students through each statement.

Provide enough time for students to complete this portion of the form.

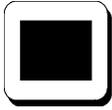
Tell students they will return to this form at the end of the training to complete the remaining sections.



Transition to the next topic.

Now let's get started on checking accounts.

INTRODUCTION TO CHECKING ACCOUNTS



8: Checking Accounts
Introduce the topic by explaining how checking accounts can be used.



Ask students ...
Have students respond by raising their hands.
Then ask ...

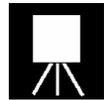


Transition to the next topic.

A checking account allows you to write checks or use a debit card to pay bills and buy goods.

How many of you have or have ever had a checking account?

Whether or not you have a checking account, what comes to mind when you think about checking accounts?



Record students' key ideas on chart paper.
Guide a brief discussion to help you understand the students' experiences with and feelings about checking accounts.

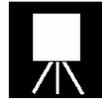
Some of you have had positive experiences with checking accounts and others have not. The goal of this training is to help you understand and manage your checking accounts.

Let's begin by looking at some of the benefits checking accounts offer.

BENEFITS OF CHECKING ACCOUNTS

Ask students ...

What are some benefits of having a checking account?



Record students' responses on chart paper.

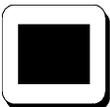


9: Benefits of Checking Accounts

We are going to talk about four key benefits of checking accounts:

- Convenience
- Cost
- Better money management
- Safety

Let's take a look at each one.

Convenience

10: Convenience
Explain why checking accounts are convenient.

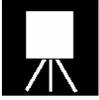
Checking accounts are convenient because they provide you with quick and easy access to your money. Having a checking account allows you to direct-deposit your paycheck, income tax refund, and public assistance benefits. You have immediate access to money that is direct-deposited. Using checks and check or debit cards can take the place of carrying cash.

Cost

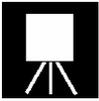
11: Cost
The section on cash-checking services is optional, as it is also covered in the Bank On It module.
Explain why using checking accounts is cheaper than using other services.

Using a checking account is usually less expensive than using other services to cash checks or buy money orders. If you have a checking account, you can usually cash a check for free.

Let's take a look at an example comparing the cost of a checking account with the cost of a check-cashing service.



Write the calculations for the check-cashing service on the left side of the chart paper.



Write the calculations for the checking account on the right side of the chart paper.



Ask students ...



12: Better Money Management

Explain why having a checking account helps you manage your money.

BENEFITS OF CHECKING ACCOUNTS (Continued)

One of the students in an earlier class used a check-cashing store to cash her checks.

- She cashed four checks a month and was charged \$5 each time. That means she paid \$20 a month ($\$5 \times 4 = \20) or \$240 a year ($\$20 \times 12 = \240).
- In addition, if she buys money orders that cost her \$1 each to pay five monthly bills, she will pay \$60 per year.
- So the total cost for her financial transactions is \$300 ($\$240 + \60) per year.

Another student had a checking account at a bank.

- The bank charged a monthly fee of \$5, which included 8 free checks per month and free use of the bank’s Automated Teller Machine (ATM).
- Ordering a box of 100 checks cost her \$18.
- So, using a checking account for one year cost her \$78 ($\$5 \times 12 \text{ months} = \$60 + \$18 = \78).

In 1 year, she saved \$222 ($\$300 - \78) by using a checking account instead of a check-cashing store!

Do you have any questions about how the calculations were done?

Better Money Management

Using a checking account can also help you manage your money.

When you write a check, deposit or withdraw money, use your check card, or have checks direct-deposited into your account, the bank calls this a “transaction.”

You record every transaction you or the bank makes in your “check register.” We will talk about check registers in a minute.

This lets you see how you are spending your money and how much money is currently in your account.

BENEFITS OF CHECKING ACCOUNTS (Continued)

Keeping a checking account can help you build a relationship with the bank. How well you manage your checking account may be a factor the bank considers when deciding whether to grant you a loan. Having a checking account also helps prove you pay your bills on time.

Safety

Using a checking account can help you keep your cash safe. It is safer to use checks and check cards than to carry large amounts of cash because you do not have to worry about your cash being stolen or lost.

However, if your checks or check card is lost or stolen, report it as soon as possible to your bank. The bank will protect you so that you are not responsible for any purchases you do not make.

Keeping your money in an insured financial institution means your money is safe up to the insured limit. This means that if for some reason the financial institution closes, you will receive your insured deposits.

- The FDIC also has an online tool called Electronic Deposit Insurance Estimator (EDIE). It lets you calculate the insurance coverage of your accounts at each FDIC-insured institution.
- You can find EDIE online at www.fdic.gov.



13: Safety



Ask students ...



Transition to the next topic.

Do you have any questions about the benefits of checking accounts?

Now let's talk about how to find the right checking account for your needs.



14: How to Find the Right Checking Account



Determining Your Checking Account Needs Worksheet



When you finish reviewing the worksheet, transition to the next topic.

FINDING THE RIGHT CHECKING ACCOUNT

Steps to Take to Find the Right Checking Account

There are two things you can do to start looking for the right checking account:

- Get recommendations.
- Answer the questions on the Determining Your Checking Account Needs Worksheet.

To start looking for the right checking account, ask family, friends, neighbors, and coworkers about the bank they use and whether they are happy with it. You might also want to ask your employer.

If this does not get you the information you are looking for, answer the questions on the Determining Your Checking Account Needs Worksheet.

It will help you find the right checking account by asking questions about how you intend to use your checking account and how much the banking services cost.

Refer students to the Determining Your Checking Account Needs Worksheet on page 1 of their Participant Guide.

Review the worksheet with students, using Instructor Aid #1 to guide you.

In addition to these questions, you should know about other checking account fees.

DETERMINING YOUR CHECKING ACCOUNT NEEDS WORKSHEET

When deciding on a checking account, remember that financial institutions offer different types of checking accounts. To determine what you need, think about how you plan to use your checking account. The following questions will help you determine what you need in a checking account.

Convenience

- How many checks do you think you will write every month?
- Do you want a bank that is close to your home or work?
- What are the bank's hours of operation?
- Will you use the ATM often?
- Does the bank have ATMs close to where you live or work?
- How often do you plan to visit the bank to use teller services?
- What other bank services are important to you?

Cost

- How much money will you keep in your account?
- Will you be charged for writing extra checks?
- Are you willing to pay a monthly fee?
- If so, how much?
- Will you be charged to use your bank's ATM?
- Will you be charged for using other banks' ATMs?
- Will you be charged for using teller services?
- Are there ways to avoid paying fees?

FINDING THE RIGHT CHECKING ACCOUNT (Continued)

Fee Schedule

Ask for a fee schedule that lists all the fees related to the account. Use the fee schedule to compare the costs of each account.

A fee schedule lists the fees you might be charged for certain activities. Some of the most common fees include:

- Monthly service fee.
- Minimum balance fee.
- ATM user fee.
- Overdraft fee.
- Stop-payment fee.

This is only a partial list. Let's take a look at a more complete list in your Participant Guide.

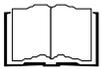
Refer students to Checking Account Fees on page 2 of their Participant Guide.

Briefly review the fees with students, using Instructor Aid #2 to guide you.



15: Fee Schedule

Describe the fees that banks charge.



Checking Account Fees



When you have finished reviewing the fees, ask students ...

Do you have any questions about these fees?



Transition to the next topic.

Let's look at some myths and facts about checking accounts.

CHECKING ACCOUNT FEES

Ask the bank for the fee schedule for checking accounts. Compare the costs of the various accounts you are considering. Ask the bank whether fees can be waived and how to avoid fees. Some of the fees may include.

Monthly Service Fee

Also called a maintenance fee. The bank might charge a fee each month just for having the account. You might also be charged a fee if your balance drops below the required minimum.

Per Check Fee

Some accounts charge a fee for each check you write. Depending on the account, you might pay the fee for each check or only when you write more than a certain number of checks (perhaps five) a month.

Check Printing Fee

You can buy checks from the bank or through the mail from other companies. If you buy checks from the bank, the charge for printing the checks is usually automatically deducted from your checking account. Fancy checks cost more than basic checks. You can buy more than one box at a time. Carbon copy checks are an option.

ATM-Use Fee

You might be charged each time you use the ATM at your bank or each time you use an ATM at a bank other than your own.

Overdraft Fee

Also called non-sufficient funds (NSF) fee. Expensive fees apply when you bounce a check. The bank will notify you if a check is returned to the person or company to whom it was issued because there were insufficient funds in the account. Your bank will charge a processing fee to your account because of the cost to return the check. Merchants might also charge a fee if a bounced check is used to purchase goods or services. The fee charged is usually posted near the cashier.

Returned Deposit Item

Banks might charge a fee if a check you deposit in your account bounces.

CHECKING ACCOUNT FEES (Continued)

Stop-Payment Fee

If you lose a check or need to make sure a check is not paid by the bank for some other reason, you can request a “stop payment.” There is a fee for this service, and the bank might not be able to catch the check before it is paid.

Phone Inquiry Fee

Some banks charge a fee if you call to check your balance or to see if a check or deposit has cleared.

Fee for Helping You Balance Your Checkbook

Some banks will help you balance your checkbook. Others might charge you for this service.

Teller Fee

Some banks may charge a fee if you use a teller to make deposits or withdrawals more than a set number of times each month. Banks that charge this fee do so to encourage you to use an ATM for your basic banking transactions.

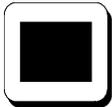
FINDING THE RIGHT CHECKING ACCOUNT (Continued)

Myths and Facts About Checking Accounts

Introduce the topic.



Ask students ...



*16: When a Checking Account
Isn't Right For You*



Ask students ...



Transition to the next topic.

There are situations in which a checking account might not be right for you.

Can you think of any situations in which this would be the case?

Acknowledge students' responses.

You do not want a checking account if you:

- Do not write many checks.
- Have problems managing money, leading to “bounced” checks.
- Cannot find a checking account for which you can maintain the minimum balance.

Why do you think a checking account might actually be right for you?

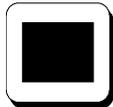
Acknowledge students' responses.

If you do not think having a checking account is right for you, consider opening a savings account at your bank. Savings accounts earn interest. See if you can direct-deposit your payroll check to your savings account to avoid check-cashing fees. Remember to ask what fees and transaction limits are associated with the savings account.

Next, we will do an exercise that gives you a chance to practice what you've just learned about checking accounts.



Describe the purpose of the exercise.



*17: Practice Exercise:
Choosing the Right Checking
Account*



When you have finished the exercise, ask students ...



Transition to the next topic.

FINDING THE RIGHT CHECKING ACCOUNT
(Continued)

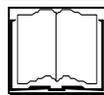
Practice Exercise: Choosing the Right Checking Account

This exercise will give you practice determining whether or not getting a checking account is a good decision and how much in fees a bank will charge for the account.

Instructions

You can present this exercise in one of three ways:

- *Have students work individually to answer the questions.*
- *Have students work in table groups.*
- *Read each question and ask for volunteers to answer it.*



Refer students to the practice exercise on page 4 of their Participant Guide.

Review the instructions with students, using Instructor Aid #3 to guide you.

Give them 10 minutes to complete the exercise.

Provide the correct answer.

Answer questions

Do you have any questions about choosing the right checking account?

Let's talk about the different types of checking accounts that are available.



PRACTICE EXERCISE: CHOOSING THE RIGHT CHECKING ACCOUNT

Purpose

To help determine the benefits and cost of getting and using a checking account

Instructions

- Read the scenario carefully.
- Indicate whether or not David should get a checking account. Be prepared to explain your answer.
- Then read and answer the questions about fees a bank might charge.

Scenario

David is trying to decide if a checking account is right for him. He has been pretty satisfied with the check-cashing store he uses. It charges him \$5 to cash his check which he gets every Friday, or \$20 a month. He has only four bills each month and pays them with money orders. Each money order costs him \$1. So he pays \$24 per month.

His employer recently told him about direct deposit. But in order to use it, David has to get a bank account. His sister told him about her bank. It charges \$8 a month for a checking account. A box of 250 checks will cost him \$18 and will last him several years. He can write 10 free checks a month and use the bank's ATM for free.

Since David only has four bills a month, he thinks that writing money orders would be easier than writing checks. Plus, the check cashing store is a little closer to his job than the bank his sister recommended. But he thinks it would be great to use an ATM instead of carrying around a lot of cash.

What advice would you give David?

With a checking account, David would:

- **Save money by using direct deposit instead of the check-cashing store.**
- **Also save money by writing checks instead of using money orders.**
- **Avoid carrying a lot of cash.**
- **Have the bank's protection if his ATM card is lost or stolen.**

If David does not want to get a checking account, he could get a savings account instead and have his checks direct-deposited into it. He could continue to write money orders but would not have the \$20 per month check-cashing fee to pay. And he could still use the ATM.



**PRACTICE EXERCISE:
CHOOSING THE RIGHT CHECKING ACCOUNT
(Continued)**

**Bank of Your Choice
Fee Schedule for a Checking Account**

Monthly service fee

This fee is waived if you keep a minimum daily balance of \$10
\$500

ATM transaction fee at:

- Bank of Your Choice ATMs FREE
- Other banks \$2

Overdraft, or insufficient funds fee \$29 per item

Stop payment requests fee \$29 per item

Answer the following questions:

1. Last month, I used an ATM at Bank of Your Choice five times. I also used another bank's ATM twice. How much will Bank of Your choice charge me for using my ATM card last month?

\$4. I will be charged \$2 for every time I used another bank's ATM. Bank of Your choice does not charge for using its ATM.

2. Last week, Patricia wrote a \$200 check to her friend but lost the check. She wanted to make sure no one cashed the check, so she made a stop payment request. How much did Patricia pay to request a stop payment?

\$29. Be aware that the bank might not be able to stop the check before it is paid. You might still be charged a fee. If you need to request a stop payment, do so as soon as possible.

3. For the past 11 months, Sam kept at least \$600 in his checking account every day. Last month, an emergency came up, and he had only \$100 left in his account. In the 12-month period, how much was Sam charged for his monthly service fee?

\$10. Sam was not charged a monthly service fee for the 11 months he kept his balance over \$500. The monthly service fee is also called a maintenance fee.



PRACTICE EXERCISE:
CHOOSING THE RIGHT CHECKING ACCOUNT
(Continued)

4. Robert wrote a check for \$500 to pay his rent. He forgot that he had only \$450 in his checking account. What is the name of the \$29 fee Robert had to pay to Bank of Your Choice?

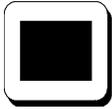
Overdraft fee. Overdraft fees are also called insufficient funds fees or non-sufficient funds (NSF) fees. You are charged an overdraft fee when you do not have enough money in your account to pay for the checks you wrote. To avoid these fees, remember to keep good records and check how much money you have in your checking account before writing checks.

Stores might also charge a fee when you write them a check without having enough money in your account to cover it. This is called a bounced check. The fee charged is usually posted near the cashier.

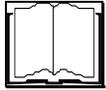
Also be aware that a new law commonly known as Check 21 allows a *substitute check* to have the same legal standing as the original check. A substitute check is an electronic image of the check you wrote. Banks can exchange these images instead of paper checks in the check collection process. This means your check will clear the bank very quickly. So you need to make sure you have the funds to cover it when you write the check.

Finally, many financial institutions offer “courtesy overdraft protection” or “bounce protection” plans so that your checks do not bounce and you do not overdraw your account. With these plans, you will avoid the merchant’s returned check fee, but you still have to pay the financial institution an overdraft fee or a bounce protection fee for each item.

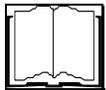
Also, with a bounce protection product, unlike an overdraft line of credit, there is no guarantee that your bank will cover your checks, debit card purchases, and other electronic transactions that overdraw your account.



18: Types of Checking Accounts
 Introduce the topic.



Types of Checking Accounts



Choosing a Checking Account Checklist



When you have finished reviewing the accounts and the checklist, ask students ...



Transition to the next topic.

COMPARING CHECKING ACCOUNTS

A few types of checking accounts that banks offer are:

- Free/Low-cost checking.
- Electronic/ATM checking.
- Regular checking.
- Interest checking.

Refer students to Types of Checking Accounts on page 7 of their Participant Guide.
Review the accounts with them, using Instructor Aid #4 to guide you.

After you have reviewed the types of checking accounts, refer students to the Choosing a Checking Account Checklist on page 8 of their Participant Guide.
Review the checklist with them, using Instructor Aid #5 to guide you.
Answer questions.

When looking for a checking account, take this checklist with you. It lists the types of checking accounts and some questions that will help you choose the checking account in the first column.

There is space for you to list three different banks so you can do a side-by-side comparison.

You should also have the Determining Your Checking Account Needs Worksheet with you so you can compare your needs with what each account has to offer.

Do you have any questions about how to choose the right checking account?

Now we are going to discuss how to open a checking account.

TYPES OF CHECKING ACCOUNTS

After you determine what you need in a checking account and understand the different fees involved, you might be ready to choose the type of account you should open. Keep in mind that banks sometimes refer to these accounts by different names. Before making a decision, read the materials (disclosures) and ask questions to understand which checking account best fits your needs.

The main types of checking accounts include:

Free/Low-Cost Checking

If you do not plan to write many checks, a free or low-cost checking account might be right for you. The charge for a low-cost checking account is often no more than \$5 per month. However, there may be a limit to the number of checks you can write.

Electronic/ATM Checking

This account usually requires you to use direct deposit. If you do not plan to use teller services often, an electronic checking account might be right for you.

This type of account usually allows you to write an unlimited amount of checks per month without incurring a fee for each check you write. However, you may be charged for in-person teller services.

Regular Checking

With a regular checking account, there is usually a minimum balance required to waive the monthly service fee. This type of account usually offers unlimited check-writing privileges.

Interest-Bearing Checking

There are also different interest-bearing accounts:

- The Negotiable Order of Withdrawal (NOW) account.
- The Money Market Deposit Account (MMDA).

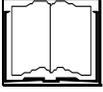
With these accounts, you usually have to maintain a high minimum balance in order to earn interest and avoid fees. The minimum balance is usually at least \$1,000.

CHOOSING A CHECKING ACCOUNT CHECKLIST

When looking for a checking account, take this checklist with you. It lists the types of checking accounts and some questions that will help you choose the checking account that is right for you.

Remember to refer to the questions on the Determining Your Checking Account Needs Worksheet. Compare your needs with what each account has to offer.

	Bank A	Bank B	Bank C
Name of Bank			
Low-cost checking account <ul style="list-style-type: none"> • Monthly fee? • Number of free checks per month? 			
ATM checking account <ul style="list-style-type: none"> • Paycheck direct deposit? • Monthly fee? • Fee for teller services? • Unlimited check writing? 			
Regular checking account <ul style="list-style-type: none"> • Minimum balance or monthly fee? • Unlimited check writing? 			
Interest-bearing checking accounts <ul style="list-style-type: none"> • Minimum balance or monthly fee? • Amount of interest? • Transaction restrictions? 			
Other fees charged? (List)			
Close to work or home?			
Other services offered that are important to me? (List)			



Refer students to the scenario on page 9 of their Participant Guide.

Use Instructor Aid #6 on the next page to help you describe the scenario.



After you have read the scenario, transition to the next topic.

OPENING A CHECKING ACCOUNT

In order to describe and demonstrate how to open and maintain a checking account, we are going to use a scenario featuring you as the person who wants to open and use an account.

We will use this scenario throughout the rest of the course to help explain how to do this.

Let's look at it now.

Now let's look at the documents you will need to open a checking account.



OPENING AND MAINTAINING A CHECKING ACCOUNT

Scenario

You have decided to open a checking account. You will be writing only two to four checks each month. You do not have a large amount of money to put into an account. You do not have direct deposit and would like the personal service of a teller.

After checking with friends and looking at different banks, you have found a low-cost checking account with a monthly fee of \$5 at Bank of Your Choice. This account allows you to:

- Write four checks every month without being charged.
- Use the teller services at no charge.
- Have unlimited use of an ATM card.

You provide your photo identification, your Social Security or ITIN Number, and \$200 to open the account.

The bank does the account verification and you sign the signature card. You have just opened a low-cost checking account.

The bank gives you a receipt for the \$200 deposit you used to open the account. The date you opened the account is February 20.



19: Documents Needed to Open a Checking Account
Describe the documents needed to open a checking account.

Continue describing the scenario.

Describe the next steps a bank takes to open a checking account.

OPENING A CHECKING ACCOUNT (Continued)

Documents Needed to Open a Checking Account

To open your checking account, you will generally be asked for:

- Photo identification (ID), usually a valid driver's license, state ID, passport, or resident alien card (Green Card). Some banks may accept an alternative form of identification such as a matrícula consular card. You might need more than one picture ID to open your account.
- Your Social Security number (SSN). Some banks may accept an alternative such as an Individual Taxpayer Identification Number (ITIN). This is generally used to identify you and to look up your credit history.
- A deposit. This amount could range from \$1 to \$500, depending on which checking account you choose.

When you open your account, you might also be charged for the first box of checks.

The bank will also offer you an ATM card.

At Bank of Your Choice, you must provide your photo ID, your Social Security number/ITIN, and \$200 as your first deposit.

The bank will then:

- Perform account verification.
- Have you complete a signature card.

OPENING A CHECKING ACCOUNT (Continued)**Account Verification**

20: Account Verification
Describe the process of
account verification.

Explain what “second chance”
checking programs are.

The bank or credit union performs account verification because it wants to make sure that you will be a responsible bank account customer and that no one is trying to steal your identity to open an account. If you have not been a good banking customer in the past, the bank may not want to risk you as a customer now.

The bank may access a system such as ChexSystems or TeleCheck to assess your risk as a potential customer.

If you have a history of writing bad checks or a history of mismanaging your credit, the financial institution might not be willing to open an account for you.

If you are unable to open an account, ask your bank if you are eligible for any “second chance” checking programs. These programs may allow you to open a checking account after meeting certain requirements, such as completing a check-writing workshop.

Ask your local financial institution and/or a reputable credit counseling agency if there are programs like this in your area.

OPENING A CHECKING ACCOUNT (Continued)**Signature Card****21: Signature Card**

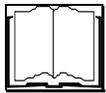
Explain what a signature card is and how it is used.

A signature card is a form you complete and sign when opening an account. This is the document that identifies you as the owner of the account.

Tell students that you will fill in the blank in the year with the number of the current year.

In our scenario, you received a receipt for the \$200 you used to open the account.

The date you opened the account was February 20, 20XX.

Check Register**Check Register**

You can use a check register to keep track of the money you put into and take out of your checking account.

Refer students to the check register on page 10 of their Participant Guide.

Review it with them, using Instructor Aid #7 on the next page to guide you.

The columns in your check register will be easier to understand as we use the register throughout this module.

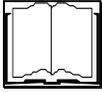
For now, I will explain what each column means.

CHECK REGISTER

1 2 3 4 5 6 7

Check Number	Date	Description of Transaction	Payment/Debit (-)		Fee	Deposit/Credit (+)		Balance	

1. **Check Number:** If you are writing a check, record the check number in this column. If not, leave it blank.
2. **Date:** Write the date on which you wrote a check, made a deposit, or took money out (made a withdrawal) or were charged a service fee.
3. **Description of Transaction:** Record items such as to whom you wrote the check, the reason for the deposit, or the location of the withdrawal (e.g., ATM or debit card).
4. **Payment/Debit (-):** Record the dollar amount of checks written, ATM withdrawals, or debit card transactions.
5. **Fee:** Record any fees charged, such as a monthly maintenance fee or an ATM fee.
6. **Deposit/Credit (+):** Record any deposits or credits made to your account.
7. **Balance:** Add any deposits or credits and subtract any fees, payments, or other debits to your account to get the new balance.



Refer students to the Practice Check Register on page 11 of their Participant Guide.

OPENING A CHECKING ACCOUNT (Continued)

When you opened your account, you gave the bank \$200, and the bank gave you a deposit receipt.

We are going to record this deposit on the first row of the Practice Check Register.

We will be using this check register for the rest of the course. Take it out of your Participant Guide and place it nearby so it will be ready to use when you need it.

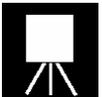
Walk around the room to make sure students have correctly filled in the first row.

Use Instructor Aid #8 on the next page to check students' work.

You may want to remove Instructor Aid #8 from your Instructor Guide so that you can refer to it during the rest of the course.

Correct mistakes and answer questions.

Tell students they will get a copy of a completed check register at the end of the course.



Record this information on chart paper.

- Date: 2/20/20XX
- Description of Transaction: Opening deposit
- Deposit/Credit (+): \$200.00
- Balance: \$200.00



Ask students ...

Do you have any questions about how to open a checking account or how to complete the first row of the check register?



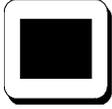
Transition to the next topic.

Now that we have opened a checking account, we are going to learn how to use money in our checking account.

If you are teaching this module as two 1-hour sessions, this would be a good place to end the first session.

Completed Practice Check Register

Check Number	Date	Description of Transaction	Payment/Debit (-)		Fee	Deposit/Credit (+)		Balance	
	2/20	Opening Deposit				200	00	\$200	00
	2/26	Debit card purchase at store	19	75				180	25
	3/12	ATM	100	00				80	25
	3/22	Deposit				30	00	110	25
	3/23	Deposit				50	00	160	25
	3/23	Cash withdrawal	25	00				135	25
	3/18	Monthly fee			5.00			130	25

USING MONEY IN YOUR CHECKING ACCOUNT

22: *Two Ways to Use Money in Your Checking Account*

Explain what a check represents.



23: *Steps to Writing a Check*

Identify the three steps needed to write a check.



*Ask students ...
Give students a chance to respond. Then answer the question.*

Introduce the topic by identifying two ways to use money in a checking account.

We are going to talk about two ways to take money out of your checking account. You can:

- Write a check.
- Use electronic banking.

You can also use the teller service and a withdrawal slip to take money out of your checking account. But we are going to focus on writing checks and using electronic banking.

Steps to Writing a Check

A check is a written contract between you and your bank. When you write a check, you are asking the bank to take money from your account and give it to someone else.

There are three steps you need to take to write a check:

1. Make sure you have enough money in your account.
2. Complete the blank spaces on the check.
3. Record the transaction in your check register.

We are going to use our scenario to help you understand these steps and give you an opportunity to practice them.

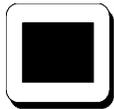
Step 1: Make Sure You Have Enough Money in Your Checking Account

How do you know if you have enough money in your account?

Answer: Look in the balance column of your check register.

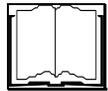
It is important to record every deposit and withdrawal you make in your check register. When you do this, you can be sure that the amount in the balance column accurately reflects what you have in your account.

Describe the impact of Check 21 on the checking account.

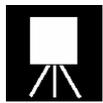


24: Sample Check

Describe the blank spaces on the check.



Refer students to the sample check on page 12 of their Participant Guide.



Record this information on chart paper.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

When you write a check, also remember that a new law recently went into effect that allows banks to use what is called a “substitute check.” This is an electronic image of your check that has the same standing as the actual check.

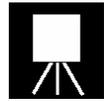
This means that your check will clear very quickly because the bank does not have to wait to receive the paper check.

So it is doubly important to make sure you have enough money in the account to cover the check.

Step 2: Complete the Blank Spaces on the Check

To write the check, you will need to fill in:

1. The date. Be sure to write the complete date, including the month, day, and year; for example, February 26, 20XX.



Write the date on chart paper so students can see the correct format. Use the current year.

2. Pay to the order of. This is where you write the name of the person or company to whom you will give the check.
After writing the name, you can draw a line to the end of the space. This prevents anyone from adding an additional name on your check.
3. The dollar amount of the check in numbers, for example, \$19.75.
4. The dollar amount of the check in words, for example, “nineteen and 75/100.” After writing out the amount of the check, draw a line to the end. This prevents anyone from adding an additional amount after what you have written.

USING MONEY IN YOUR CHECKING ACCOUNT

(Continued)

5. The memo section. Writing in this area is optional. You can use it to remind yourself of the reason you wrote the check or to record the account number of the bill you are paying.
6. The signature line. Sign your name here.



Ask students ...

Describe the preprinted information on the check.

Do you have any questions about how to fill out a check?

Preprinted Information

Checks have information already printed on them when you receive them.

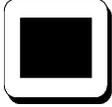
Do NOT have your Social Security or driver's license number preprinted on your checks because of the risk of identity theft.

7. Your name and address. Your phone number can be included at your request.
8. The check number. This number identifies each check you write.
9. Codes for the state in which the bank is located and the regional Federal Reserve Bank that will handle the check.
10. Your bank's name and branch.
11. Routing numbers. These include the computer routing number for your bank and your account number.

You might want to order carbon copy checks so you have a copy of the checks you write, and it will be easier to reconcile your account.

USING MONEY IN YOUR CHECKING ACCOUNT (Continued)

Back of the Check

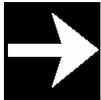


25: Back of the Check

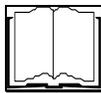
Describe three tips for writing checks.



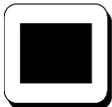
Ask students ...



Transition to the next topic.



Writing a Check scenario



26: Sample Checks

The back of the check has what is called an endorsement area. Endorsing a check means to sign the back of the check to make it “cashable.”

For example, if you write a check to your friend, your friend will endorse the check by signing the back to get the cash or to deposit it into his or her account.

Keep these tips in mind when writing checks:

- Write in black or blue ink.
- Write clearly.
- Remember to record each check you write in your check register.

Do you have any questions about how to write a check?

Now we are going to practice writing a check.

Writing a Check

Now we are going to continue with our scenario and learn how to write a check and record it in the practice check register.

Refer students to the Writing a Check scenario on page 13 of their Participant Guide.

Read the scenario with students using Instructor Aid #9 on the next page.

Then show how the check should be correctly filled in.

Give students 5 minutes to fill in the blank check.

Walk around the room and check to make sure they are filling in the check correctly.

Answer questions.

WRITING A CHECK

Scenario

On February 26, 20XX, you decide you want to buy a coffeemaker from a store called Coffee Mart. The coffeemaker costs \$19.75, including tax.

Instructions

- Take a look at your Practice Check Register. Do you have enough money in your checking account to write a check for this coffeemaker?

Yes.

You have \$200 in your checking account.

- Fill in the check below to record your purchase of the coffeemaker.

	YOUR NAME YOUR ADDRESS YOUR PHONE NUMBER	105	
	Date: _____	00-6879 770	
PAY TO THE ORDER OF	_____	\$ 	
	_____	Dollars	
	FINANCIAL INSTITUTION Your City, State, Zip Code		
	Memo _____		
	:00000000 :0000 0000 0 000 0 0.:		

- When the instructor tells you to do so, record this information in your check register:
 - Check #: 105 (preprinted)
 - Date: 2/26/20XX
 - Description of Transaction: Coffee Mart
 - Payment/Debit (-): \$19.75
 - Balance: **\$180.25**

Explain what to do when a mistake is made.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

If you make a small mistake, such as starting to write the dollar amount in the “Pay to the Order of” area, cross out the incorrect information and write your initials above what you crossed out. Then write the correct information. Some stores will not accept checks with crossed out information.

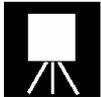
If you make a large mistake, write “VOID” across the check or tear it up. A check with VOID across it is no longer usable. Tear up your check to prevent thieves from stealing your confidential information off the check.

Step 3: Record the Transaction in your Check Register

Now let’s record a purchase in the practice check register.

Here is the information we are going to record:

- Date: 2/26/20XX
- Description of Transaction: Coffee Mart
- Payment/debit (-): \$19.75



Write this information on chart paper.

Give students a few minutes to record the transaction.

*Give students a few minutes to record the transaction.
Walk around the room to see that students have filled in the check register correctly.
Use your Practice Check Register, Instructor Aid #2, as a guide.
Correct mistakes and answer questions.*



Ask students ...

What is the amount left in your checking account after subtracting the \$19.75 check from the balance?

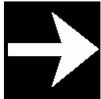
Answer: \$180.25.

This amount left is called your balance. You should record it in the “Balance” column of your check register underneath the old balance.

Describe how to use a check to get cash out of the account.



Ask students ...

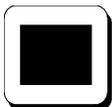


Transition to the next topic.



27: Electronic Banking

Explain what electronic banking is and how it works.



28: Debit Card

Explain what a debit card is and how it differs from a credit card.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

You can also use a check to get cash out of your account.

- You write “CASH” or your name in the “Pay to the Order of” area on your check.
- Be careful with a check you write out to cash because anyone can endorse the back of this check and receive the money.

Do you have any questions about how to write a check and record it in your check register?

Now we are going to talk about the second way to use money in your checking account.

Using Electronic Banking

Using your ATM card to deposit money into and withdraw money from your account is known as electronic banking.

Electronic banking uses computers to move money into and from your account instead of using checks and other paper transactions.

Electronic banking includes:

- Debit card transactions.
- Electronic bill pay.
- ATM transactions.

Debit Card

A debit card is similar to an ATM card but it has more functions.

- In addition to allowing you to deposit cash into and withdraw money from your checking account at ATMs, debit cards allow you to make purchases at retail locations that accept credit cards, such as department stores or gas stations. They generally feature either a Visa or MasterCard logo.

USING MONEY IN YOUR CHECKING ACCOUNT

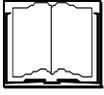
(Continued)

- To make a purchase, you either sign your name or use your Personal Identification Number (PIN). You get your PIN when you open your account. However, your financial institution or merchant may charge a fee if you sign or use your PIN.
- If you use your PIN, the money for the purchase could be withdrawn from your account more quickly than if you use your signature. Whenever you use your debit card, always ensure there is enough money in your account to cover the purchase.
- Unlike credit cards, which allow you to make purchases now and pay for them later, debit cards deduct the amount from your checking account as soon as you make the purchase.
- When using your PIN, make sure no one is trying to watch what numbers you input. Your PIN would be valuable if a thief were to steal your card.

If someone uses your card without your permission, federal law protects you. But the protection differs depending on if you used your debit or credit card.

- If you used your credit card, you do not have to pay the disputed transaction while the company that issued the credit card is investigating the matter.
- With a debit card, the disputed transaction will have already been withdrawn from your account. The financial institution will re-credit the amount in dispute (less \$50) to your account if it is unable to resolve the matter within 10 business days of your filing the complaint.

Be sure to let your financial institution know immediately if someone has used your debit card or credit card without your permission.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

Credit Cards and Debit Cards

Here are some other differences between a credit card and a debit card.

Refer students to the Credit Cards and Debit Cards chart on page 14 of their Participant Guide.

Review it with them using Instructor Aid #10 on the next page to guide you.

Answer questions.



When you have finished reviewing the chart, transition to the next topic.

Now let's look at electronic bill pay.

CREDIT CARDS AND DEBIT CARDS

	Credit Cards	Debit Cards
Payments	Buy now, pay later.	Buy now, pay now.
Interest Charges	Yes , if you carry a balance or your card offers no "grace period" (time to repay without incurring interest).	No.
Other Potential Benefits	Freebies , such as cash rebates and bonus points good for travel deals. Some purchase protections .	Easier and faster than writing a check . Avoid debt problems. More cards are now offering freebies. Some purchase protections .
Other Potential Concerns	Fees and penalties . Also, not all cards offer grace periods . Overspending can cause debt problems .	Fees on certain transactions. You may overdraw your account if you are lax about recording debit card transactions.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)**Electronic Bill Pay**

29: *Electronic Bill Pay*
Describe electronic bill pay.

Electronic bill pay is a service that automatically takes money from your account each month to pay your bills. For example, if you have a monthly car insurance payment, you can sign up to have it deducted each month. You can also use bill pay to make payments to businesses to which you owe money, just as if you were writing a check.

Some benefits of electronic bill pay are:

- You do not have to pay for postage.
- You also do not have to worry about late payments.

However, you should make sure you have enough money in your account to cover these bills and make sure you record them in your check register.

Automated Teller Machine (ATM)

30: *Automated Teller Machine (ATM)*
Explain what an ATM is and how it is used.

An ATM is a computer terminal that can give you money from your account. You can also deposit money into your account at many ATMs.

You can make deposits and withdrawals 24 hours a day, 7 days a week at an ATM.

- In order to use an ATM, you must have a PIN.
- Most people use ATMs to get cash. Other popular uses include checking your account balance and transferring money between savings and checking accounts.
- Some banks offer what is called a “dual ATM card,” which you can give to family members who live outside the U.S.

This card works like an ATM card. With a PIN, your family member can withdraw money from your account at an ATM where they live.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

Remember to record all ATM transactions and fees in your check register to avoid overdrawing your account.

Describe the parts of an ATM.

On an ATM you will find these parts:

1. The slot where you insert the ATM card.
2. The ATM screen, which will prompt you through the transaction.
3. The ATM keys, which you use to respond to the prompts.
4. The slot where the money comes out of the machine.

Not all ATMs look exactly like this one. Banks put instructions on their ATMs so you will know how to use them.

If you need help using the ATM at your bank, ask for assistance when you open your account.

How to Withdraw Money Using the ATM

When you want to withdraw money using the ATM:

Describe how to withdraw money from an ATM.

- Insert your ATM card in the slot. This is clearly visible on the machine.
- The ATM screen will prompt you to enter information to make your transaction. Follow the prompts to withdraw the money.
- After entering the correct information, the ATM will give you the money and return your ATM card.
- If you make any mistakes when entering the information the ATM prompts you to enter, you can press “Cancel” and start over.
- If you experience problems with the machine, contact your bank as soon as possible.

USING MONEY IN YOUR CHECKING ACCOUNT (Continued)

Explain why it is important to get printed receipts and what information they contain.

Printed Receipts

It is important to get receipts for your records and also to record all ATM transactions in your check register.

The ATM will ask you if you want a receipt. Be sure to answer “Yes.” You should also get a receipt when you buy goods using a debit card.

Printed receipts usually include:

- The amount of the transaction.
- Any extra fees charged.
- The date of the transaction.
- The type of transaction, for example, a deposit or withdrawal.
- An identification number or code for your account or ATM card.
- The ATM location or an identification number or code for the terminal you used.
- The name of the merchant or store where you made the transaction.

Recording an ATM Withdrawal in the Practice Check Register

Now let’s record a \$100 ATM withdrawal in the practice check register.

Here is the information we are going to record:

- Date: 3/12/20XX
- Description of Transaction: ATM
- Payment/debit (-): \$100.00



Write this information on chart paper.

Give students a few minutes to record the transaction.

USING MONEY IN YOUR CHECKING ACCOUNT
(Continued)

Ask students ...

What is the balance?

Answer: \$80.25

Write this new balance underneath the old balance in your practice check register.

Walk around the room to see that students have filled in the check register correctly



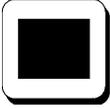
Ask students ...

Do you have any questions?



Transition to the next topic.

You have just learned how to withdraw money from your account? We will now discuss how to add money to your checking account.



31: Four Ways to Add Money to Your Checking Account

Introduce the topic by identifying four ways to add money to a checking account.



32: Sample Deposit Slip

Explain the role of deposit slips in making deposits to a checking account.

Using the slide, demonstrate how a deposit slip is filled in for a cash deposit.

ADDING MONEY TO YOUR CHECKING ACCOUNT

We are going to look at four ways to add money to your checking account: You can make:

- A cash or check deposit using the teller service.
- An ATM deposit.
- A deposit by mail.
- A direct deposit.

Cash Deposit With a Deposit Slip

To add money to your account, you need to make a deposit.

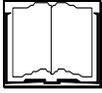
When making a deposit, you will fill out a deposit slip to let the teller know how much you are depositing.

Deposit slips are included in your checkbook and have your account number printed on them.

When making a cash deposit with a deposit slip, you need to:

- Make sure the deposit slip has your correct account and address information.
- Write in the transaction date.
- Add up the total of paper money and write the amount in the box marked “Cash” or “Currency.”
- Add up the coins you wish to deposit and write the amount in the box marked “Coin.”
- Add up the “Cash” and “Coin” boxes to get the “Net Deposit.”
- You then give the teller your deposit slip and your cash. The teller will also count the money before depositing it into your account.

If you run out of deposit slips, you can get blank ones at your bank. Make sure to write your name and account number on the deposit slip so your money does not go into someone else’s account.

ADDING MONEY TO YOUR CHECKING ACCOUNT
(Continued)

*Refer students to the
Depositing Cash scenario on
page 15 of their Participant
Guide.*

Read the scenario with students, using Instructor Aid #11 on the next page.

Then give students 5 minutes to fill in the deposit slip.

Walk around the room and check to make sure they are filling in the check correctly.

Answer questions.

Now we are going to continue with our scenario and deposit some cash into the checking account.

DEPOSITING CASH

Scenario

On March 22, you decide to add \$30 in cash to your checking account at the teller window. You get a deposit slip to make your deposit.

Instructions

- Fill in the deposit slip to make your cash deposit.

<p style="text-align: center;">Your Name Your Address Your Phone Number</p> <p>DEPOSIT TICKET</p> <p>DATE _____ <i>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</i></p> <p><i>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</i></p> <p>YOUR FINANCIAL INSTITUTION YOUR CITY, STATE Zip Code</p> <p style="text-align: center;">DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS</p> <p style="text-align: center;">:00000000 : 00000 00000.:</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">CURRENCY</td> <td style="width: 70%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">COIN</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">C Check</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">H OR TOTAL</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">E FROM REVERSE</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">C SUBTOTAL</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">K LESS CASH RECEIVED</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">S NET DEPOSIT</td> <td></td> </tr> </table>	CURRENCY		COIN		C Check		H OR TOTAL		E FROM REVERSE		C SUBTOTAL		K LESS CASH RECEIVED		S NET DEPOSIT	
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E FROM REVERSE																	
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K LESS CASH RECEIVED																	
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When the instructor tells you to do so, record this information in your check register:

- Date: March 22, 20XX
- Description of Transaction: Deposit
- Deposit/Credit (+): \$30.00
- Balance: **\$110.25**

ADDING MONEY TO YOUR CHECKING ACCOUNT
(Continued)

Now, let's record the transaction in the practice check register.

*Give students a few minutes to record the transaction.
Walk around the room to see that students have filled in the check register correctly.
Use your Practice Check Register, Instructor Aid #2, as a guide.
Correct mistakes and answer questions.*



Ask students ...

What is the amount in your checking account after adding the \$30.00 check to the balance?

Answer: \$110.25.

Write this new balance in your check register underneath the old balance.

Walk around the room to see that students have filled in the check register correctly.



Ask students ...

Do you have any questions about how we arrived at the new balance?



Transition to the next topic.

Now that we have made a cash deposit, let's look at depositing checks at the bank.

ADDING MONEY TO YOUR CHECKING ACCOUNT (Continued)

Check Deposit With a Deposit Slip

Introduce the topic with a review of the discussion on endorsing the check.



Ask students ...



33: Sign the Back of the Check

Explain the effect of writing "For Deposit Only."



34: Sample Deposit Slip Front and Back

Explain how to complete a deposit slip when depositing a check.

The first thing you need to do to deposit your check is sign the back of it.

What did we call signing the back of the check?

Answer: Endorsing the check.

If you want to deposit the entire check into your account, write "For Deposit Only," your account number, and your signature.

- By writing "For Deposit Only," you prevent others from cashing your check.
- It also prevents you from receiving cash back when you make the deposit.

You will need to fill out a deposit slip when depositing checks into your checking account.

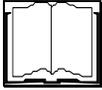
- If you deposit more than one check, make sure to correctly endorse each one and write the amount of each check on your deposit slip. Use a separate line on the deposit slip to list the amount of each check.
- If you have more than a few checks, you can use the back of the deposit slip to list them. You need to add up the amounts of the checks on the back of the deposit slip and transfer this total to the front. Enter this amount in the box labeled "Or Total From Reverse."
- When you deposit your check(s), you can also receive cash back if there is enough money in your account to cover the check(s).
- Net deposit is the amount that will go into your account after you subtract any cash that you are receiving.

ADDING MONEY TO YOUR CHECKING ACCOUNT
(Continued)

Do you have any questions about depositing checks?



Ask students ...



*Refer students to the
Depositing a Check scenario on
page 16 of their Participant
Guide.*

Now, let's continue with our scenario and deposit a check into your account and get cash back at the same time.

Read the scenario with students, using Instructor Aid #12 on the next page.

Then give students 5 minutes to fill in the deposit slip.

Walk around the room and check to make sure they are filling in the deposit slip correctly.

Answer questions.

DEPOSITING A CHECK

Scenario

On March 23, you decide to deposit a \$50 check and get \$25 in cash back.

Instructions

- Fill in the deposit slip to make your cash deposit.

<p style="text-align: center;">Your Name Your Address Your Phone Number</p> <p>DEPOSIT TICKET</p> <p><u>DATE</u></p> <p><small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small></p> <p><small>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</small></p> <p>YOUR FINANCIAL INSTITUTION YOUR CITY, STATE Zip Code</p> <p style="text-align: center;"><small>DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS</small></p> <p style="text-align: center;">:00000000 : 00000 00000.:</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">CURRENCY</td> <td style="width: 70%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">COIN</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">C Check</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">H OR TOTAL</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">E FROM REVERSE</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">C SUBTOTAL</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">S LESS CASH RECEIVED</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">NET DEPOSIT</td> <td></td> </tr> </table>	CURRENCY		COIN		C Check		H OR TOTAL		E FROM REVERSE		C SUBTOTAL		S LESS CASH RECEIVED		NET DEPOSIT	
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- When the instructor tells you to do so, record this information in your check register in two entries:
 - Date: March 23, 20XX
 - Deposit/Credit (+): \$50
 - New Balance: **\$160.25**

AND

 - Date: March 23, 20XX
 - Payment/Debit (-): \$25.00
 - New Balance: **\$135.25**

OR

- Record the transaction in one entry:
 - Date: March 23, 20XX
 - Deposit/Credit (+): \$50.00
 - Payment/Debit (-): \$25.00
 - New Balance: **\$135.25**

Instructor Notes

Give students a few minutes to record the transaction.

Walk around the room to see that students have filled in the check register correctly.

Use your Practice Check Register, Instructor Aid #3, as a guide.

Correct mistakes and answer questions.



Ask students ...



Ask students ...

Presentation

ADDING MONEY TO YOUR CHECKING ACCOUNT (Continued)

Now, let's record the transaction in the practice check register.

You can record this transaction using two entries or one.

What is the amount in your checking account after depositing \$50 and getting back \$25 in cash?

Answer: \$135.25.

If you have entered the transactions in two entries, you have two balances to record, one for each entry.

If you have entered the transactions in one entry, you have only one balance to record.

Walk around the room to see that students have filled in the check register correctly.

Do you have any questions about how these entries were made?

Keep in mind that when you deposit a check, it might take a few days before you can use your money. This is because it takes a few days to process the check.

When you make a check deposit, ask the teller when your money will be available.

Be careful not to take out cash or write checks until the money you deposited is available.

ADDING MONEY TO YOUR CHECKING ACCOUNT
(Continued)**ATM Deposits**

35: *ATM Deposits*

Describe how to make an ATM deposit.

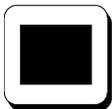
The third way to make a deposit is to use your bank's ATM. Making an ATM deposit is similar to making an ATM withdrawal. The ATM will prompt you through the steps needed to deposit money into your checking account.

ATMs have special envelopes that you use to make deposits. The envelopes are found on or near the ATM.

You do not always have to use a deposit slip when making ATM deposits. But you need to fill in the information listed on the envelope if your bank requests it. This information may include:

- Your name
- Phone number
- Account number
- Deposit amount
- Type of account

Always remember to get a receipt so you have proof that you made the deposit.

Deposit by Mail

36: *Mail Deposits*

Discuss deposits by mail.

You can also make deposits by mail. You can deposit your checks by mailing the checks and a deposit slip to your bank.

However, you should never send cash through the mail.

ADDING MONEY TO YOUR CHECKING ACCOUNT (Continued)

Direct Deposit

The fourth way to add money to your checking account is through direct deposit.

Direct deposit occurs when your employer or a government agency gives you your paycheck or benefits check electronically.

- You will not receive the check in the mail. In some cases, your payroll or benefits check statement is mailed to your home address.
- The money is immediately available when your bank or credit union opens. Some banks will not charge monthly fees if direct deposit is used.

With direct deposit:

- You have one less thing to worry about because it is the safest way for you to receive your money.
- You can avoid the inconvenience and/or expense of depositing or cashing a check – you have an easier and more convenient way to access your money.
- You take control over your money and your time because it is predictable and dependable.
- Signing up is quick and easy at your financial institution.

To sign up for direct deposit of your Social Security or other federal benefits, you can contact **Go Direct** at www.GoDirect.org, or call (800) 333-1795.

Finally, always remember to record the amount deposited in your check register.

Do you have any questions about adding money to your checking account?

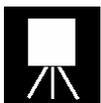
Now that we have recorded all of our transactions, we are ready to receive a monthly checking statement so that we can balance our checkbooks.



37: Direct Deposit

Explain what direct deposit is.

Describe the benefits of direct deposit.



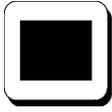
Write the website and phone number on chart paper.



Ask students ...



Transition to the next topic.



38: Keeping an Accurate Record of Checking Account Activity

Introduce the topic by explaining the importance of keeping an accurate record of checking account activity.

Describe the steps involved.

Explain the importance of recording all transactions.

Explain where to find interest that the bank applies to an interest-bearing checking account and when to record it in the check register.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY

Keeping an accurate record of your checking account activity is very important. It helps you know at all times the exact amount of money you have in your checking account.

To keep an accurate record, you need to:

- Record all transactions in your check register.
- Record maintenance fees, interest, and other bank charges.
- Review the monthly checking account statement.
- Reconcile your check register with your monthly checking account statement.

Let's take a look at each of these steps.

Record All Transactions

We have been very careful to record deposits and withdrawals in the practice check register.

You should be just as careful with your check register.

Also remember that if you have a joint account or if family members have an ATM or debit card that is attached to your checking account, you have to make sure that you record their transactions as well.

You should remind them to keep all receipts and give them to you so you can record their transactions.

Record Interest and Maintenance Fees

Since we used a low-cost checking account in our scenario, we did not have any interest to record.

With an interest-bearing checking account, you would find out the interest you receive each month by reviewing the checking account statement the bank sends you. We will take a look at that statement in a minute.

- You will need to add this interest to your check register. A good time to do it is when you receive your statement.
- Record the interest in the "Deposit/Credit (+)" column of the check register.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

Have students add a fee to their practice check register.

We do have a fee to record in the practice check register. So let's do that now.

You know that the bank charges you a \$5 monthly maintenance fee. You also know that the bank adds the fee around the 18th of the month. Record the fee in your check register now.



Here is the information we are going to record:

- Date: 3/18
- Description of Transaction: Monthly fee
- Payment/debit (-): \$5.00

Write on chart paper the information to be recorded in the check register.

Give students a few minutes to record the fee.

Check students' work to make sure they recorded the fee correctly.



Ask students ...

What is the balance in your checking account after subtracting the \$5 fee from the balance?

Answer: \$130.25.

Write the new balance under the old balance in the balance column.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)



Ask students ...



Transition to the next topic.



39: Checking Account Statement

Describe the checking account statement.



Refer students to the Sample Checking Account Statement on page 17 of their Participant Guide.

Review the statement with students.

Use Instructor Aid #13 on page 59 to guide you.

Do you have any questions about how we got this balance?

Great! Now that we have recorded all of your transactions, it is time to review our monthly checking account statement and reconcile our checkbook registers.

Review the Monthly Checking Account Statement

Each month you will receive a checking account statement from the bank. The statement lists all of the transactions that occurred during the preceding month.

These transactions include:

- Checks you wrote that have been cashed.
- All withdrawals and deposits made.
- Debit card purchases.
- Any fees that the bank charges.

Checking account statements vary from bank to bank. If you have any questions, ask your bank customer service representative.

Now let's look at a sample checking account statement.

Most checking account statements show:

1. Your bank's name and address.
2. The time period covered by the statement.
3. Your account number.
4. Your name and address.
5. A list of all transactions by date, including:
 - All cashed checks.
 - All deposits, withdrawals, debit charges, fees, and interest.
6. A list of all cashed checks in numerical order by check number. Some banks do not provide this.
7. A summary of account activity for the month.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

Ask students ...

Do you have any questions about the information the checking account statement contains?



Transition to the next topic.

Now, let's look at how to reconcile your checking account.

Sample Checking Account Statement

1

2

3

4

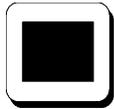
Your Bank Street Address City, State Zip	Your Name Street Address City, State Zip Account Number 0000000000						
Summary of Account Activity For period ending 3/20/20__ Date of last statement 2/20/20__							
Date	Transaction Description	Withdrawal/ Deposit Amount	Balance				
2/20	Opening Balance Deposit	200.00	200.00				
2/26	Check #105	-19.75	180.25				
3/12	ATM Withdrawal	-100.00	80.25				
3/18	Monthly Fee	-5.00	75.25				
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">5</div> <div style="border: 1px solid black; padding: 5px;">6</div> </div> <div style="width: 40%;"> <p>Cleared Checks</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Check #</td> <td style="width: 40%;">Amount</td> </tr> <tr> <td>105</td> <td style="text-align: right;">19.75</td> </tr> </table> </div> <div style="width: 25%; text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">7</div> <p>Summary</p> </div> </div>				Check #	Amount	105	19.75
Check #	Amount						
105	19.75						
Previous Balance	Total Deposits	Total Withdr.	No. of Checks	No. ATM Transactions	No. of Deposits	Service Charge	New Balance
\$200.00	\$0	\$124.75	1	1	0	\$5.00	\$75.25

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

How to Reconcile Your Checking Account

Introduce the topic by reviewing what it means to balance the checkbook register.

We have been balancing our checkbook registers throughout this exercise. As you have already seen, balancing means keeping your checkbook register up-to-date by recording all transactions so you always know how much money is in your account.



40: Reconciling Your Checking Account

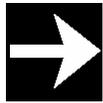
Explain what it means to reconcile the checking account.

When you get your monthly checking account statement, there usually will be a difference between the statement balance and your check register balance.

These differences occur because:

- There may be some transactions on the bank statement that you missed.
- There may be some transactions in your check register that were made too late to be recorded on the bank statement.

Reconciling your checking account helps you find the reasons for the differences.



Transition to the next topic.

We are now ready to practice reconciling your checking account.



Refer students to the Checking Account Reconciliation Form on Page 18 of their Participant Guide.

We are going to use the Checking Account Reconciliation Form to help us reconcile our checking accounts.

- Most banks include a similar form and instructions on the back of the monthly statement to help you reconcile your account.
- If you need help understanding how to use the form, ask your bank's customer service representative.

We are also going to need the Sample Checking Account Statement and the Practice Check Register.

Have students remove the Sample Checking Account Statement and the Practice Check Register from their Participant Guide if they have not already done so.

Give students time to get these forms out.

Checking Account Reconciliation Form

CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT		Bank balance shown on this statement	\$ 75.25
Check Number	Check Amount		
		Subtract withdrawals outstanding	\$ 25.00
		Total	\$ 50.25
		Add deposits outstanding	\$ 30.00
			\$ 50.00
			\$
		Balance	\$130.25
		* This balance should agree with the balance in your check register.	
Total	\$ 0.00		

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

First, take a look at the checking account statement balance. It is called “New Balance” and is found at the bottom of the statement.

What is the new balance?

Answer: \$75.25

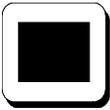
Does this balance match the balance in our practice check register?

Answer: No

We will have to reconcile the two balances and find out why they are different.



Ask students ...



41: Checking Account Reconciliation Form

As you explain the steps, walk around the room to make sure students are entering the amounts correctly.

Use your Completed Practice Check Register (Instructor Aid #8) and the Checking Account Reconciliation Form (Instructor Aid #14) to guide you.

Give students time to perform step 1 before moving to step 2.

To reconcile your checking account:

Step 1: On the Checking Account Reconciliation Form, in the area called “Balance shown on this statement,” write the amount of the “New Balance.”

Step 2: Compare the checks, fees, and other withdrawals you entered in your check register with the checks, fees, and other withdrawals listed on the checking account statement.

Make sure everything listed in your check register appears on the checking account statement.

Let’s look at checks first. If a check has not been cashed, it will not appear on the checking account statement.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

Refer to the slide as you describe this area of the Checking Account Reconciliation form.



Ask students ...

*Point this out on the slide.
Give students time to write in the amount.*

Point this out on the slide.

*Point this out on the slide.
Give students time to make the entry.*

You would list these checks in the area of the Checking Account Reconciliation Form called “Checks Outstanding – Not Charged to Account.”

After listing the check numbers and the amounts of these checks, you would add them up and enter the total at the bottom of the statement.

In our example, are there any checks in our check register that do not appear on the Checking Account Statement?

Answer: No

Since we do not have any outstanding checks, write “\$0.00” in the area of the Checking Account Reconciliation Form called “Checks Outstanding — Not Charged to Account – Total.”

Now let’s take a look at other withdrawals or fees that are in the check register but not on the checking account statement.

Are there any other withdrawals or fees that we wrote in the check register that do not appear on the checking account statement?

Answer: Yes. The \$25 cash back from the \$50 deposit made on 3/23.

Write this amount in the area on the Checking Account Reconciliation Form called “Subtract withdrawals outstanding.”

The next thing we need to do is subtract this \$25.00 from the \$75.25 balance from the checking account statement.

What answer do you get when you make this subtraction?

Answer: \$50.25

Write this amount in the last column next to “Total” on the Checking Account Reconciliation Form.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

Point this out on the slide.

If there had been any outstanding checks plus a number of other withdrawals that were not on the checking account statement, we would have to add them all up and write the total in the “Subtract withdrawals outstanding” area of the Checking Account Reconciliation form.



Ask students ...

Are there any questions about what we have done so far.

Step 3: The next step is to add any deposits that were made after March 20, the ending date of the checking account statement. These deposits will not appear on the statement.



Ask students ...

In our example, are there any deposits in our check register that do not appear on the checking account statement?

Answer: Yes. The \$30 deposit made on March 22 and the \$50 deposit made on March 23.

Point this out on the slide.

Give students time to write in the amounts

Write these deposits on the area of the Checking Account Reconciliation Form called “Add deposits outstanding.” There is space to write each deposit.

The next thing we need to do is add three amounts:

- The total we got when we subtracted \$25.00 from \$75.25, or \$50.25.
- The two deposits.

Point this out on the slide.

What is the sum of $\$50.25 + \$50.00 + \$30.00$?

Answer: \$130.25

Ask students ...

Give students time to make this entry.

We need to add the amount we get from this addition to the area of the Checking Account Reconciliation Form called “Balance.”



Hand out the Completed Practice Check Register to students.

This answer equals the balance in our checkbook register. We have successfully reconciled our checking account.

Here is a copy of the completed check register that you can take home with you.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

You also have instructions on how to reconcile your checking account on page 19 of your Participant Guide.



Ask students ...

Do you have any questions about how we reconciled our checking account?

How to Report Errors, Change Your Address, and Close Your Account



Refer students to *How to Report Errors, Change Your Address, and Close Your Account* on page 20 of their Participant Guide.

Describe what to do if an error is found on the checking account statement.

If you find errors on your bank statement, call, write, or go to your bank to have the error corrected.

After reporting the error, it is a good idea to follow up by writing a letter. Keep a copy of the letter for your records. The letter should include:

- Your name.
- Your account number.
- An explanation and the dollar amount of the error.
- The date the error occurred.

The bank must receive notice of the error no later than 60 days after the date of the statement.

Describe how to inform the bank of a change of address.

If your address changes, you can complete and return the “change of address” form on the back of your checking account statement or you can call your bank.

Describe what to do before closing a checking account.

If you decide to close your checking account, make sure that all the checks you have written have been cashed before you close it.

“Bad Checks”

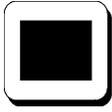


42: Bad or NSF Checks

Remind students of the importance of keeping an accurate checking account balance.

I cannot stress enough how important it is to keep an accurate balance in your checkbook.

If you write a check without enough money in your account to cover the check, it is known as writing a bad check or bouncing a check.



43: Consequences of Writing Bad Checks

Explain the consequences of writing bad checks.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

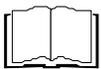
Writing bad checks can have very serious consequences for you:

- Each bad check might cost you a fee of as much as \$30.
- Additional checks you have written might not get paid.
- This negative activity can be reported to an account verification company such as ChexSystems or TeleCheck. This can make it difficult to cash or write checks and to open an account in the future.
- Your bank can close your account and send a negative report to the credit bureaus, and the amount of the overdraft and fees might be reported to a collection bureau.
- Knowingly writing a bad check, or doing so with fraudulent intent, is a crime in every state. Each state has different civil and criminal penalties, such as fines and jail time. For this reason, if you ever do mistakenly write a bad check, you should correct it as soon as possible.

Overdraft Protection

We have already talked about overdraft and bounce protection.

- Many financial institutions offer “courtesy overdraft protection” or “bounce protection” plans so that your checks do not bounce and you do not overdraw your account.
- With these plans, you will avoid the merchant’s returned check fee, but you still will have to pay the financial institution an overdraft fee or a bounce protection fee for each item.
- Also remember that, unlike an overdraft line of credit, with bounce protection there is no guarantee that your bank will cover your checks, ATM withdrawals, and debit card and other electronic transactions that overdraw your account.



Refer students to Overdraft Protection on page 21 of their Participant Guide.

Describe overdraft and bounce protection.

KEEPING AN ACCURATE RECORD OF CHECKING ACCOUNT ACTIVITY (Continued)

Describe the concept of linking a checking account to a savings account or credit card.

You may also be able to have your checking account linked to a credit card or your savings account. When you do not have enough money in your account to cover an item, money is taken from the credit card or savings account to cover it.

Ask your bank's customer service representative for more information.

Remind students of the consequences of modern technology.

Finally, with modern technology your check may clear immediately. Make sure you have enough money in your account to cover that check.



Ask students ...

Do you have any final questions?

SUMMARY AND CONCLUSION**Summary**

Congratulations! You have completed the Check It Out module. We have covered a lot of information today about opening and maintaining a checking account.



Review what was covered in the course.

Review the chart papers with students' expectations to make sure they have all been covered.

You learned about:

- The benefits of having a checking account instead of using a check-cashing service.
- The types of checking accounts available.
- How to open a checking account.
- How to write checks.
- How to use ATM and debit cards.
- How to make deposits and withdrawals.
- How to keep accurate records.
- How to reconcile an account.

Remember, using your checking account wisely can provide greater convenience, better money management, and safety, and it is less expensive than using check-cashing services.



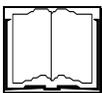
Ask students ...

Do you have any final questions?

Evaluation Form

To improve the training, we will need your feedback. The After-the-Training column on the What Do You Know? form and the Evaluation Form will identify changes that can make this module better.

Please complete the After-the-Training column and the Evaluation Form now.



Refer students to page 22 through 24 of their Participant Guide.

Allow time for students to complete the forms.

Make sure you collect all the forms.

Great job on completing the Check It Out module!
Thank you for participating.

WHAT DO YOU KNOW? – CHECK IT OUT

Instructor: _____ Date: _____

This form will allow you and the instructors to see what you know about checking accounts both before and after the class. Read each statement below. Please circle the number that shows how much you agree with each statement.

I know:	Before-the-Training				After-the-Training			
	Strongly Disagree	Disagree	Agree	Strongly Agree	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The benefits of using a checking account.	1	2	3	4	1	2	3	4
2. Which checking account is best for me.	1	2	3	4	1	2	3	4
3. The steps involved in opening a checking account.	1	2	3	4	1	2	3	4
4. How to add and withdraw money from a checking account.	1	2	3	4	1	2	3	4
5. How to reconcile a check register with a bank statement.	1	2	3	4	1	2	3	4

EVALUATION FORM

This evaluation will allow you to assess your observations of the Check It Out module. Please indicate the degree to which you agree with each statement by circling the appropriate number.

<p>1. Overall, I felt the module was:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Excellent</p> <p style="padding-left: 40px;"><input type="checkbox"/> Very Good</p> <p style="padding-left: 40px;"><input type="checkbox"/> Good</p> <p style="padding-left: 40px;"><input type="checkbox"/> Fair</p> <p style="padding-left: 40px;"><input type="checkbox"/> Poor</p>	<p>Strongly Disagree</p> <p>Disagree</p> <p>Neutral</p> <p>Agree</p> <p>Strongly Agree</p>
<p>2. I achieved the following course objectives:</p> <p style="padding-left: 40px;">a. State the benefits of using a checking account.</p> <p style="padding-left: 40px;">b. Determine which checking account is best for me.</p> <p style="padding-left: 40px;">c. Identify the steps involved in opening a checking account.</p> <p style="padding-left: 40px;">d. Add and withdraw money from a checking account.</p> <p style="padding-left: 40px;">e. Reconcile a check register with a bank statement.</p> <p>3. The instructions were clear and easy to follow.</p> <p>4. The overheads were clear.</p> <p>5. The overheads enhanced my learning.</p> <p>6. The time allocation was correct for this module.</p> <p>7. The module included sufficient examples and exercises so that I will be able to apply these new skills.</p> <p>8. The instructor was knowledgeable and well-prepared.</p> <p>9. The worksheets are valuable.</p> <p>10. I will use the worksheets again.</p> <p>11. The students had ample opportunity to exchange experiences and ideas.</p>	<p>1 2 3 4 5</p>
<p>12. My knowledge/skill level of the subject matter before taking the module.</p> <p>13. My knowledge/skill level of the subject matter upon completion of the module.</p>	<p>None Advanced</p> <p>0 1 2 3 4 5</p> <p>0 1 2 3 4 5</p>

Continued on next page ...

EVALUATION FORM (Continued)

Instructor Rating

Please use the response scale and circle the appropriate number.

Response Scale: 5 Excellent 4 Very Good 3 Good 2 Fair 1 Poor	Name of Instructor				
Objectives were clear & attainable	5	4	3	2	1
Made the subject understandable	5	4	3	2	1
Encouraged questions	5	4	3	2	1
Had technical knowledge	5	4	3	2	1

What was the most useful part of the training?

What was the least useful part of the training?
