

NAME: \_\_\_\_\_ CLASS PERIOD: \_\_\_\_\_

# Writing and Recording a Check

**Directions:**

**Part 1.** Today you bought a book, a bookmark, and a notebook at the Books and More Bookstore, and you spent \$51. You have decided to pay by check. Write your name, address, city and state, and zip code on the three lines in the top left corner of the check. Use the information discussed with your teacher to complete the check.

_____ _____ _____	90-29304/2934 1930000000	CHECK No. <u>2568</u>  DATE _____
PAY TO THE ORDER OF _____		\$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>
_____ DOLLARS		
MyBank USA <small>123-457-7891                  19204 W. Bank Check St.                  New York City, New York</small>		
MEMO / NOTES: _____		SIGNATURE: _____
⑆823949 92999 3939⑆ 2384829 9290 ⑆ 0001		

**Part 2.** Write the information for your check to Books and More in the check register below. Your balance before writing the check was \$65.00.

CHECK #	DATE	ITEM DESCRIPTION	DEPOSIT	WITHDRAWAL	BALANCE
		<i>Beginning balance</i>			<i>65.00</i>

**Part 3.** You went to Sunbrook Video to rent two movies to watch with your friends over the weekend. You decided to use your debit card to pay. The cost was \$10 to rent the video. Write the information for your debit card purchase in the check register above. Don't forget to write "debit" under the check # column.

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## Methods of Payment: Pros and Cons

Directions: As your teacher explains the advantages and disadvantages of each method of payment, write the information in the correct column of the chart.

CHECKS	
Advantages	Disadvantages

DEBIT CARD	
Advantages	Disadvantages

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ONLINE PAYMENT	
Advantages	Disadvantages

CREDIT CARD	
Advantages	Disadvantages