


# Sample Check and Deposit Slip

Carefully examine the sample check and deposit slip shown below. Practice writing checks and deposit slips using the forms on page 28.

## SAMPLE CHECK

Amber West 1309 1st Street Huntington Village, CA 92000 (700) 801-9901	<b>331</b>
	98-7170/3341
Pay to the order of <u>Foods Plus</u>	\$ <u>37.12</u>
<u>Thirty-seven and 12/100</u>	Dollars
Bank of Huntington Beach Huntington Beach, California 92647	
For <u>groceries</u>	<u>Amber West</u>
⋮ 341971401 ⋮ 3940561278 ⋮	

## SAMPLE DEPOSIT SLIP

Deposit Ticket	<b>Currency</b>			 98-7170/3341
Name <u>Amber West</u>	<b>Coin</b>			
Date <u>Mar. 10,</u> 19 <u>99</u>	C h e c k s	List Checks Singly	15 25	
<u>Amber West</u> <small>Sign here if cash received from deposit.</small>			150 00	
Bank of Huntington Beach Huntington Beach, California 92647			94 10	
		Total From Other Side	65 83	
		<b>Total</b>	325 18	
		Less Cash Received	100 00	
		<b>Net Deposit</b>	225 18	
⋮ 341971401 ⋮ 3940561278 ⋮				

# Check and Deposit Slip Forms

Review the sample check and deposit slip on page 27. Practice writing checks and deposit slips using the forms shown below.

## CHECK

Amber West 1309 1st Street Huntington Village, CA 92000 (700) 801-9901	<b>331</b>  _____ 19 _____ 98-7170/3341	
Pay to the order of _____ \$ _____  _____ Dollars		
Bank of Huntington Beach Huntington Beach, California 92647		
For _____		
⑆ 341971401 ⑆ 3940561278 ⑆		

## DEPOSIT SLIP

Deposit Ticket  Name _____  Date _____ 19 _____  _____ <small>Sign here if cash received from deposit.</small>  Bank of Huntington Beach Huntington Beach, California 92647	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Currency</b></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td><b>Coin</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;"><b>C h e c k s</b></td> <td style="font-size: small;">List Checks Singly</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total From Other Side</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Less Cash Received</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>Net Deposit</b></td> <td></td> <td></td> </tr> </table>	<b>Currency</b>				<b>Coin</b>				<b>C h e c k s</b>	List Checks Singly									Total From Other Side				<b>Total</b>				Less Cash Received				<b>Net Deposit</b>				 98-7170/3341
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⑆ 341971401 ⑆ 3940561278 ⑆																																				

# Keeping a Check Register

Review the sample check register shown below.

Record all transactions that affect your account.										
Number	Date	Description of Transaction	Payment or Debit (-)		Tax Item (✓)	Fee— if any	Deposit or Credit (+)		Balance	
									612	20
261	1/8	<i>Pets, Pets, Pets</i>	24	99					- 24	99
		<i>dog food</i>							587	21
262	1/8	<i>City of Chicago</i>	120	75					- 120	75
		<i>electric bill</i>							466	46
263	1/9	<i>Food World</i>	68	16					- 68	16
		<i>groceries</i>							398	30
264	1/10	<i>VOID</i>								
									398	30
—	1/10	<i>Deposit</i>					200	00	+ 200	00
		<i>birthday checks</i>							598	30

Now practice completing the following check register to keep a record of deposits/credits and payments/debits.

Record all transactions that affect your account.										
Number	Date	Description of Transaction	Payment or Debit (-)		Tax Item (✓)	Fee— if any	Deposit or Credit (+)		Balance	