

DEPOSITING MONEY IN THE BANK

When I get a check I put it in the bank.

I make a deposit slip.

I write my name on the deposit slip.

I write my address on the slip, too.

I then write the date on the deposit slip.

Next I write the bank named on the check.

Then I write the amount of the check.

If I have two checks I write the bank named on each.

I write the amount of money named in each check.

I then write the total amount of each check.

Then I endorse each check.

I write my name on the back of each check to endorse it.

Every check must be endorsed.

I keep my _____ in the bank.

I deposit the money in the _____.

First I write my name on the _____.

My address is the place where I _____.

I then write the bank _____ on each check.

Next I write _____ date on the slip.

I also write the _____ of each check.

Then I _____ the total.

I then _____ the check.

WRITING A CHECK

Sometimes I need to get some money from the bank.

I get a blank at the desk in the bank.

Then I write a check for the money.

I write the month, the day of the month, and the year.

Then I write the name of the person who gets the check.

Then I write the amount of the check in figures.

Next I spell out the amount of the check.

Then I sign my name at the bottom of the check.

Sometimes I write a check at home.

Mary signs her name to the checks she writes.

I sign my name to the checks I write.

Sometimes I get my money out of the _____.

I _____ a check for the money I need.

I get a blank check at the desk in the bank.

I write the _____ on the check.

I write the amount of _____ in figures.

I also spell out the _____ of money.

Then I _____ my name.