

## THINK QUICK: Completing a Checkbook Register

The transactions below need to be recorded in your check register. Then you'll need to write the check or complete the deposit slip if one is needed for the transaction. Use the current year in dates. Keep a running balance, and double-check your work. The ending balance should be \$295.00.

1. Beginning balance \$350.00.
2. Check No. 201 on February 1 to Frank's Hot Dog Palace \$8.00 for lunch.
3. Check No. 202 on February 5 to Pants N Stuff \$22.00 for new pants.
4. Deposit of \$30.00 cash on February 10 (for mowing your neighbor's lawn).
5. Debit card purchase of \$30.00 on February 11 at Gas It Up for fuel.
6. Cash withdrawal at ATM for \$20.00 on February 18.
7. Bank service charge on February 28 for \$5.00.

DC-Debit Card Purchase DEP-Deposit ON-Online Payment WD-ATM Withdrawal SC-Service Charge							
CHECK NO. OR CODE	DATE	DESCRIPTION OF TRANSACTION	PAYMENT AMOUNT (-)	✓	FEE	DEPOSIT AMOUNT (+)	BALANCE

<b>Student Name</b> 125 Fourth Street Middlefield, OH 44062-1250		<u>72-439</u> 515	
Deposit Form	<b>Date</b> _____ 20 _____	<b>CASH</b>	
		List	
		Checks	
		Singly.	
	Total From Back		
	<b>Subtotal</b>		
Less Cash Received			
<b>Net Deposit</b>			
Sign here if cash is received. _____ <div style="text-align: center;">First Bank Middlefield, Ohio</div>			
051504393 3 88953 4 0226			

201	
<b>Student Name</b> 125 Fourth Street Middlefield, OH 44062-1250	
<u>72-439</u> 515	
_____ 20 _____	
<b>Pay to the order of</b> _____ \$ _____	
_____ Dollars	
Memo _____	
051504393 3 88953 4 0226	

202	
<b>Student Name</b> 125 Fourth Street Middlefield, OH 44062-1250	
<u>72-439</u> 515	
_____ 20 _____	
<b>Pay to the order of</b> _____ \$ _____	
_____ Dollars	
Memo _____	
051504393 3 88953 4 0226	