

Topic 1 – Basics of Banking Services



How to Fill in a Deposit Slip Activity (Instructor Copy)

Instructor note:

Photocopy the activity handout on the following page. Lead a discussion about the parts of a deposit slip.

When you make a deposit by mail or at the bank (and at some ATMs) you'll be asked to fill in a deposit slip.

DEPOSIT TICKET TO BE USED FOR DEPOSIT TRANSACTIONS ONLY	EDGAR RODRIGUEZ	<input type="checkbox"/> CASH INCLUDING COINS	D			
	2063 PLEASANT RD	2542		25	00	
	ANYWHERE, U.S.A. 12345	List				
	C 08/06/09	Checks	E	120	00	
	DATE	Singly				
	I Edgar Rodriguez	TOTAL ITEMS	OPTIONAL FROM REVERSE	F	145	00
	<small>SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT</small>	<input type="checkbox"/> SUB TOTAL		G	40	00
		<input type="checkbox"/> LESS CASH RECEIVED		H	105	00
		\$				
		00000000001 2345678901				

A. Account Number: This number ensures that the money is deposited in the correct account. If you do not have your account number with you, your bank can provide the information to you.

B. Your information: Your name is pre-printed or written in.

C. Date: You will write today's date here.

D. Cash: If depositing cash, you would write the amount here.

E. Checks: If you are depositing checks or money orders, you would list each one separately here and continue on the back if more space were needed.

F. Subtotal: You will add the cash and check amounts and write the total amount being deposited here.

G. Less Cash Received: If you are at the bank, you would use this space to write the amount of cash you would like to get back from the checks you are depositing.

H. Total: You will subtract the amount, if any, on the line "Less Cash Received" from the Subtotal, and write the total amount being deposited here.

I. Signature: The teller will ask you to sign the deposit slip and provide identification to confirm that you are the account holder, if you are withdrawing cash from your deposit.

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How to Fill in a Deposit Slip Activity

When you make a deposit by mail or at the bank (and at some ATMs) you'll be asked to fill in a deposit slip.

DEPOSIT TICKET
TO BE USED FOR DEPOSIT TRANSACTIONS ONLY

EDGAR RODRIGUEZ (B)
2063 PLEASANT RD
ANYWHERE, U.S.A. 12345

DATE (C) 08/06/09

(I) Edgar Rodriguez
SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

(A) 00000000001 234567890

CASH INCLUDING COINS (D) 25.00

List Checks (E) 1502 120.00
Singly

TOTAL ITEMS (F) 145.00
OPTIONAL FROM REVERSE
SUB TOTAL

LESS CASH RECEIVED (G) 40.00

(H) \$ 105.00

A. Account Number: This number ensures that the money is deposited in the correct account. If you do not have your account number with you, your bank can provide the information to you.

B. Your information: Your name is pre-printed or written in.

C. Date: You will write today's date here.

D. Cash: If depositing cash, you would write the amount here.

E. Checks: If you are depositing checks or money orders, you would list each one separately here and continue on the back if more space were needed.

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H. Total: You will subtract the amount, if any, on the line "Less Cash Received" from the Subtotal, and write the total amount being deposited here.

I. Signature: The teller will ask you to sign the deposit slip and provide identification to confirm that you are the account holder, if you are withdrawing cash from your deposit.

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Deposit Slip Practice Activity (Instructor Copy)

Instructor note:

Photocopy the activity handout on the following page. Instruct your participants to fill out the deposit slip using the information provided.

Instructions:

Have participants use this information to fill in the deposit slip.

Date

- 08/06/09

Checks to deposit:

- #2542 for \$25.00
- #1502 for \$120.00

Cash back:

- \$40.00

DEPOSIT TICKET TO BE USED FOR DEPOSIT TRANSACTIONS ONLY	EDGAR RODRIGUEZ B	<input type="checkbox"/> CASH INCLUDING COINS ▶	D			
	2063 PLEASANT RD	<u>2542</u>		25	00	
	ANYWHERE, U.S.A. 12345	List Checks <u>1502</u>	E	120	00	
	DATE C <u>08/06/09</u>	Singly				
	I <u>Edgar Rodriguez</u>	TOTAL ITEMS <input type="checkbox"/>	OPTIONAL FROM REVERSE	F	145	00
	<small>SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT</small>		SUB TOTAL ▶	G	40	00
			<input type="checkbox"/> LESS CASH RECEIVED ▶	H	105	00
			\$			
		A				
		0000000000123456789011				



Remind your participants that withdrawing and depositing money are just one part of managing their accounts. Now they'll learn the four basic skills to help them keep track of their transactions.

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Deposit Slip Practice Activity

Instructions:

Use this information to fill in the deposit slip.

Date

- 08/06/09

Checks to deposit:

- #2542 for \$25.00
- #1502 for \$120.00

Cash back:

- \$40.00

DEPOSIT TICKET TO BE USED FOR DEPOSIT TRANSACTIONS ONLY	EDGAR RODRIGUEZ	<input type="checkbox"/> CASH INCLUDING COINS		
	2063 PLEASANT RD.	_____		
	ANYWHERE, U.S.A. 12345	List		
	DATE	Checks		
	_____	Singly		
	_____	TOTAL ITEMS	OPTIONAL FROM REVERSE	
	_____	SUB TOTAL		
	<input type="checkbox"/> LESS CASH RECEIVED			
		\$		

00000000001 234567890