

 **Instructional Targets**

**Daily Living**

- **Time Management:** Use a calendar to manage time and dates in the context of real-world situations.
- **Money Management:** Apply and manage use of money in the context of real-world situations.

**Lifelong Learning**

- **Math:** Use numbers in real-life situations, including basic computations, money and time.

**Personal Life**

- **Problem Solving:** Apply problem-solving skills to issues related to daily living situations.

 **Differentiated Tasks**

**Level 3** Team members will...

- Independently use a calendar to locate dates, times and activities.
- Recognize and calculate money amounts specific to a task or scenario.
- Perform calculations of mathematical problems in the context of a real-world scenario.
- Solve problems involving real-life daily situations based on personal values, beliefs and experiences.

**Level 2** Team members will...

- Use words and symbols to identify a day, date or time related to an activity on a calendar.
- Select or match coins and bills to indicate a specified money amount.
- Recognize numbers and perform basic addition and subtraction in a real-world scenario.
- With support, identify and select appropriate solutions to real-life daily problems.

**Level 1** Team members will...

- Select a date, day or time related to an activity on a calendar.
- Exchange money for a purpose.
- Select numbers in the context of a real-world scenario.
- Select an option within a daily living situation or scenario.

 **Topic Connection**

Throughout this unit, team members are learning about the importance of good work skills and attitudes. This lesson includes budgeting and spending money typically earned by having a job.



**Topic Words**



earn                      skills  
job\*                      work\*



**Money Management Words**

calendar                      income                      register  
check                      receipt                      statement

\* Power Words

**Benchmark Assessments**

- Math Problem Solving
- Calculating and Making Change
- Basic Math
- Coin/Bills and Value

**Monthly Checkpoint Assessments**

- Level 2 and 3 Lifelong Learning Questions 1 and 2



**Lesson at a Glance**

	Activity 1	Activity 2	Activity 3
<p><b>Instructional Activities</b></p>	Reading and Recording Bill Information	Making Payments and Using a Check Register	Using a Bank Statement
<p><b>? See how these activities fit into the <a href="#">Suggested Monthly Plan</a>.</b></p>			
<p><b>ULS Materials and Resources</b></p>	<p>Checks/Deposit Notification</p> <p>Withdrawal and Debit Receipts</p> <p>Bills</p> <p>Calendar</p> <p>Picture/Word Cards for Bills </p> <p>Check Register Forms</p>	<p>Bills</p> <p>Online Bill Payment Forms</p> <p>Check Register Forms</p> <p>Checks </p> <p>Envelopes </p> <p>Calendar (Completed)</p>	<p>Checking Account Statement</p> <p>Check Register (completed in Activity 2)</p>
<p><a href="#">Instructional Guides: Active Participation Guidelines</a></p> <p><a href="#">Instructional Guides: Active Participation Scripts</a></p> <p><a href="#">Instructional Tools: Math Pack/Numbers</a></p> <p><a href="#">SymbolStix PRIME</a></p>			
<p><b>Additional Materials</b></p>			



### Instructional Targets



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### Instructional Routine



or



<b>Introduce</b>	<ul style="list-style-type: none"> <li>• Introduce this activity by asking a focus question. For example, "How can you find out how much to pay the cable company—look at the bill or ask a neighbor?"</li> <li>• Tell team members that it is important to understand how to manage their money. Explain that, in order to effectively manage money, team members must understand how to use the information on bills, checks and receipts. This lesson focuses on how to read bills, checks and receipts in order to identify and record important information.</li> <li>• Explain to team members there are many ways to manage their money. People can receive bills and alerts from their bank through mail, email and cell phones.</li> <li>• Tell team members that they will be reading and answering questions about various bills, checks and receipts in order to record due dates and manage a Check Register. For example say, "You will be getting a _____ (bill, check or receipt). It is your job to use the materials provided to answer questions and record important information." Provide team members with one or two bills, checks or receipts with each visit to this activity.</li> <li>• Review the learning goal with team members: <b>I will read and record important information from bills, checks and receipts on a Calendar and/or Check Register.</b></li> </ul>				
<b>Model</b>	<ul style="list-style-type: none"> <li>• Display a cell phone alert, bill, check or receipt. Use the information provided to complete the following steps:</li> </ul> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Complete for a Bill:</b></p> <ul style="list-style-type: none"> <li>• When is the bill due?</li> <li>• How much do you owe?</li> <li>• Who do you make the payment to?</li> <li>• Mark due date on the Calendar.</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Complete for a Check:</b></p> <ul style="list-style-type: none"> <li>• When is the check deposited?</li> <li>• How much is the check?</li> <li>• Who sent the check?</li> <li>• Mark on the Calendar.</li> <li>• Write in the Check Register.</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Complete for a Debit Receipt:</b></p> <ul style="list-style-type: none"> <li>• When was the payment made?</li> <li>• Who was the payment made to?</li> <li>• How much was the payment?</li> <li>• Write in the Check Register.</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Complete for an ATM Receipt:</b></p> <ul style="list-style-type: none"> <li>• Is this a deposit or withdrawal?</li> <li>• When was the money taken out?</li> <li>• How much money was taken out?</li> <li>• Write in the Check Register.</li> </ul> </td> </tr> </table> <ul style="list-style-type: none"> <li>• Provide team members with the Calendar and Check Register and a bill, check or receipt, as well as any additional supports or modifications needed to complete the activity.</li> </ul> <p>Note: Team members should plan to pay each bill five days before the due date. Record the payment date on the calendar five days prior to the due date. Bill payments are made in Activity 2.</p>	<p><b>Complete for a Bill:</b></p> <ul style="list-style-type: none"> <li>• When is the bill due?</li> <li>• How much do you owe?</li> <li>• Who do you make the payment to?</li> <li>• Mark due date on the Calendar.</li> </ul>	<p><b>Complete for a Check:</b></p> <ul style="list-style-type: none"> <li>• When is the check deposited?</li> <li>• How much is the check?</li> <li>• Who sent the check?</li> <li>• Mark on the Calendar.</li> <li>• Write in the Check Register.</li> </ul>	<p><b>Complete for a Debit Receipt:</b></p> <ul style="list-style-type: none"> <li>• When was the payment made?</li> <li>• Who was the payment made to?</li> <li>• How much was the payment?</li> <li>• Write in the Check Register.</li> </ul>	<p><b>Complete for an ATM Receipt:</b></p> <ul style="list-style-type: none"> <li>• Is this a deposit or withdrawal?</li> <li>• When was the money taken out?</li> <li>• How much money was taken out?</li> <li>• Write in the Check Register.</li> </ul>
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<b>Provide Practice</b>	<p><b>For bills, checks and receipts, model recording the amount deposited in the Check Register. Also model recording bill due dates on the Calendar.</b></p> <p><b>Level 3:</b> Have team members read the information on the Bill, Check or Receipt with support in order to answer the questions provided. For Bills, have the team member find the due date on the Calendar, and count back five days to mark the bill payment date. For Checks, have the team member record the check information on the Calendar and Check Register. For Receipts, have the team member record the information on the Check Register.</p> <p><b>Level 2:</b> Have team members identify numbers (dates and amounts) on a Bill, Check or Receipt and record this information on the Calendar and/or Check Register, as indicated in Level 3, using words, symbols or other supports.</p> <p><b>Level 1:</b> Have team members assist in reading a Bill, Check or Receipt by selecting a number (date or amount) from the bill, check or receipt (can be single or errorless choice). Then have team members record the selected number on a Calendar or Check Register given 2-3 choices or single choice.</p>				
<b>Review</b>	<ul style="list-style-type: none"> <li>• Review what information is usually on a bill or paycheck. Review what information is usually on a receipt.</li> <li>• Discuss why it is important to know this information.</li> <li>• Review how the calendar is used to help pay bills on time or know when to expect paychecks.</li> <li>• Discuss the importance of using a check register to record money earned and spent.</li> </ul>				



### Check Understanding ?

- ❄️ **Level 3:** Can the team member identify information on a Bill, Check or Receipt and record important information on a Calendar or Check Register?
- ❄️ **Level 2:** Can the team member identify numbers on a Bill, Check or Receipt and record this information on a Calendar or Check Register using symbols and other support?
- ❄️ **Level 1:** Can the team member select a number on a Bill, Check or Receipt? Can the team member record a number on a Calendar or Check Register given 2-3 choices or single choice?

**Instructional Targets****Daily Living**

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**Lifelong Learning**

- **Math:** Use numbers in real-life situations, including basic computations, money and time.

**Personal Life**

- **Problem Solving:** Apply problem-solving skills to issues related to daily living situations.

**Instructional Routine**

or

**Introduce**

- Introduce this activity by asking a focus question. For example, ask, "What can you use to pay a bill—a check or a greeting card?"
- Explain that bills can be paid by writing a check or making an online payment. Checks and online bill payment applications will use money in your checking account. To know how much money is in your checking account, it is important to record checks and deposits in a check register. Tell team members that they will practice making and recording bill payments in a Check Register. For example, say, "It is important to know how much money you have and to pay your bills on time. Your job is to make payments and record money amounts in your check register."
- Review the learning goal with team members: **I will make payments and record money amounts in my Check Register.**

**Model**

- Display the completed calendar. Find the first bill's due date marked on the calendar (from Activity 1). Show a completed Check or Online Bill Payment Form that matches the bill to be paid. Point out what is written on each line of the Check/Online Bill Payment Form. Discuss what each line means. For example, point to the 'amount' box of the Online Bill Payment Form and say, "This is where I enter the amount of money I owe for this bill."
- Display a blank Check or Online Bill Payment Form and model completing the payment process. Next, display and model recording the money amounts on the Check Register. For example, point to the 'withdrawal' column on the Check Register and say, "This is the Withdrawal Column. Money in this column is being taken out of my checking account. I must subtract this amount of money from my previous balance in order to know my current balance."
- If making a payment with a check, place the written check in an envelope and "mail" it.

**Provide Practice**

**NOTE: Review the completed calendar each day. If a bill is due, team members will write a check or make an online payment in order to pay it on time. Provide team members with the bills due and appropriate template for writing checks depending on team members' needs.**

**Level 3:** Have the team member make a payment by filling in the appropriate information to pay a bill. Then have team member mark the amount in the Check Register and subtract to find the new balance. If a check payment has been made, have team member make/use an envelope with a return address for mailing the check.

**Level 2:** With support, have the team member make a bill payment and record it in the Check Register by identifying numbers. If a check payment has been made, have team member place the check in an envelope and "mail" the check.

**Level 1:** Have the team member select a number to complete a bill payment or entry in the Check Register with support (may be single or errorless choice). If a check payment has been made, have team member place the check in an envelope and "mail" the check, given support as needed.

**Review**

- Discuss how the calendar is used for prompt payment of a bill.
- Review the information needed to make a bill payment.
- Discuss the differences between making online payments and mailing checks to pay bills.

**Check Understanding ?**

- ✳ **Level 3:** Can the team member make a payment by filling in the appropriate information to pay a bill and recording it in the Check Register?
- ✳ **Level 2:** Can the team member identify a number to make a bill payment and record it in the Check Register?
- ✳ **Level 1:** Can the team member select a number to complete a bill payment or to record an entry in the Check Register (can be single or errorless choice)?

 **Instructional Targets**

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- **Problem Solving:** Apply problem-solving skills to issues related to daily living situations.



**Instructional Routine**



<b>Introduce</b>	<ul style="list-style-type: none"> <li>• Introduce this activity by asking a focus question. For example, ask, "What can we use to make sure the money in the checking account is correct—a bill or a bank statement?"</li> <li>• This activity is to be completed at the end of each month. In this activity, team members will review a monthly Checking Account Statement and compare it to their Check Register. Tell team members, "Your job is to check the Checking Account Statement and compare it to your Check Register."</li> <li>• Review the learning goal with team members: <b>I will compare information on the Checking Account Statement to my Check Register.</b></li> </ul>
<b>Model</b>	<ul style="list-style-type: none"> <li>• Display the Checking Account Statement. Explain the various categories and terms on the statement. Point out that each monthly statement carries over financial information from the previous month to allow team members to track the funds throughout the year.</li> <li>• Ask aloud and then point out:             <ul style="list-style-type: none"> <li>• "Which column tells how much money was subtracted from the account?"</li> <li>• "What means money was added to the account?"</li> <li>• "How do you know how much money you have in your account?"</li> </ul> </li> <li>• Explain that the information on the Checking Account Statement from the bank should be matched to the information on the Check Register that team members have completed throughout the month.</li> <li>• Display the monthly Check Register and Checking Account Statement. Model comparing the Check Register to the Checking Account Statement.</li> </ul>
<b>Provide Practice</b>	<p><b>Display and provide team members with the completed Checking Account Statement and Check Register.</b></p> <p><b>Level 3:</b> Have the team member compare the money amounts on the Checking Account Statement to the Check Register.</p> <p><b>Level 2:</b> Have the team member identify numbers (money amounts) on the Checking Account Statement and Check Register.</p> <p><b>Level 1:</b> Have the team member select numbers (money amounts on the Checking Account statement or Check Register) with support (can be single or errorless choice).</p>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Review the learning goal.</li> <li>• Discuss why the information should match.</li> </ul>

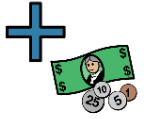


**Check Understanding** 

- ✳ **Level 3:** Can the team member compare the money amounts on the Checking Account Statement to the Check Register?
- ✳ **Level 2:** Can the team member identify money amounts on the Check Account Statement or Check Register?
- ✳ **Level 1:** Can the team member select numbers on the Checking Account Statement or Check Register with support (single or errorless choice)?



# Banking Basics



## Your Benefit Automatic Deposit Notice is here!

**n2y Bank Direct Deposit Alert - 04/01/2020**

A check for **\$750.00** has been deposited into your account from Social Services Benefit.

<b>CLOSE</b>	<b>OPEN</b>
--------------	-------------

1. When was this check deposited? \_\_\_\_\_

2. How much was the check? **\$** \_\_\_\_\_

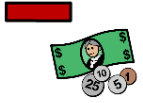
3. Who sent the check? \_\_\_\_\_

4. Mark this date on the Calendar.

5. Write this deposit in the Check Register.



# Banking Basics



**You take cash out of your account.**

ATM WITHDRAWAL RECEIPT

---

N2Y BANK  
550 ELM ST.  
HURON, OH 44839

DATE: 04/02/2020

WITHDRAWAL  
(CHECKING): \$100.00

---

TRANSACTIONS AFTER 5:00 P.M. WILL APPEAR ON CHECKING  
ACCOUNT STATEMENT THE NEXT BUSINESS DAY.

1. Is this a deposit or a withdrawal? \_\_\_\_\_

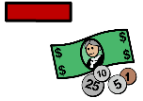
2. When is the money taken out? \_\_\_\_\_

3. How much money is being taken out? \$ \_\_\_\_\_



4. Write this withdrawal in the Check Register.



# Banking Basics



## Your online utility bill is here.

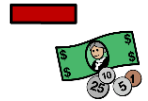
<b>Service Provider Contact:</b> Central Utilities 3390 South Clark Rd. Huron, OH 44839		 
<b>Billing and Payments</b>	<b>Manage Your Central Utilities Account:</b>	
Make a payment	Water: \$84.21	
View billing history	Electric: \$93.05	
Payment options	<b>Total Due: \$177.26</b>	
Account information	<b>Due By: April 10</b>	

1. When is the payment due? \_\_\_\_\_
2. How much do you owe? \$ \_\_\_\_\_
3. Who do you make the payment to? \_\_\_\_\_
4. Put the date to pay the bill on the Calendar.  
(Hint: Plan for five days before the due date.)
5. Complete the online payment using the Online Utility Bill Payment Form.
6. Write the payment information in the Check Register.





# Banking Basics



**Time to record your debit card payment.**

PROFESSIONAL CLOTHING		
247 RT. 95		
HURON, OH 44839		
	04-11-2020	
-----		
2	BUTTON-DOWN SHIRT	\$43.29
1	PAIR NON-SLIP SHOES	\$62.16
1	PAIR BLACK PANTS	\$23.30
	TAX	\$ 9.69
	<b>AMOUNT</b>	<b>\$138.44</b>

1. When was the payment made? \_\_\_\_\_

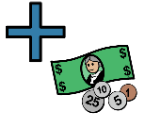
2. Who was the payment made to? \_\_\_\_\_

3. How much was the payment? \$ \_\_\_\_\_

4. Write the debit payment in the Check Register.



# Banking Basics



**Congratulations, you got your paycheck!**

n2y Bank Direct Deposit Alert - 04/14/2020

A check for **\$133.50** has been deposited into your account from J.B. Services.

CLOSE

OPEN

1. When was this check deposited? \_\_\_\_\_

2. How much was the check? \$ \_\_\_\_\_

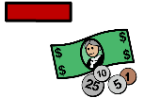
3. Who sent the check? \_\_\_\_\_

4. Mark this date on the Calendar.

5. Write this deposit in the Check Register.



# Banking Basics

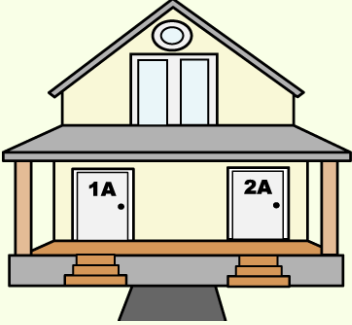


## Don't forget to pay the rent.

**Hampton Apartments**  
**202 Main St.**  
**Huron, OH 44839**

**Rent: \$475.00**

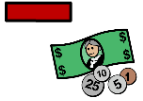
**Due By: April 20**



1. When is the bill due? \_\_\_\_\_
2. How much do you owe? \$ \_\_\_\_\_
3. Who do you write the check to? \_\_\_\_\_
4. Put the date to pay the bill on the Calendar.  
(Hint: Plan for five days before the due date.)
5. Write the check.
6. Write the check information in the Check Register.



# Banking Basics



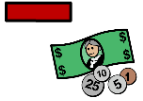
## Your online cable bill is here.

<b>Service Provider Contact:</b> ABC Cable Company PO Box 0055 Huron, OH 44839		
<b>Billing and Payments</b>	<b>Manage Your ABC Cable Company Account:</b> Monthly cable includes TV and internet use.	
Make a payment View billing history Payment options Account information	TV: \$74.82 Internet: \$45.60 <b>Total Due: \$120.42</b> <b>Due By: April 22</b>	

1. When is the payment due? \_\_\_\_\_
2. How much do you owe? \$ \_\_\_\_\_
3. Who do you make the payment to? \_\_\_\_\_
4. Put the date to pay the bill on the Calendar.  
(Hint: Plan for five days before the due date.)
5. Complete the online payment using the Online Cable Bill Payment Form.
6. Write the payment information in the Check Register.

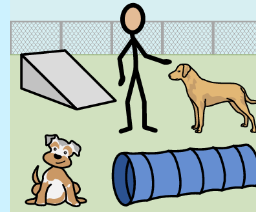


# Banking Basics



## Time to pay for doggy daycare.

**Working Dog Daycare**  
14680 Leash Lane  
Spaniel, OH 43519



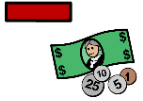
**Doggy Daycare: \$189.99**

**Due By: April 25**


1. When is the bill due? \_\_\_\_\_
2. How much do you owe? \$ \_\_\_\_\_
3. Who do you write the check to? \_\_\_\_\_
4. Put the date to pay the bill on the Calendar.  
(Hint: Plan for five days before the due date.)
5. Write the check.
6. Write the check information in the Check Register.



# Banking Basics



## Your online cell phone bill is here.

<b>Service Provider Contact:</b> MTA Phone Services PO Box 9999 Sandusky, OH 44870		
<b>Billing and Payments</b>	<b>Manage Your MTA Phone Services Account:</b>	
Make a payment View billing history Payment options Account information	<b>Total Due: \$33.20</b> <b>Due By: April 30</b>	








1. When is the payment due? \_\_\_\_\_
2. How much do you owe? \$ \_\_\_\_\_
3. Who do you make the payment to? \_\_\_\_\_
4. Put the date to pay the bill on the Calendar.  
(Hint: Plan for five days before the due date.)
5. Complete the online payment using the Online Cell Phone Bill Payment Form.
6. Write the payment information in the Check Register.



# Banking Basics

# April 2020



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  Benefits	2  ATM withdrawal	3	4
5  Utilities	6	7	8	9	10	11  Professional Clothing
12	13	14  Paycheck	15  Rent	16	17  Cable	18
19	20  Doggy Daycare	21	22	23	24	25  Phone
26	27	28	29	30		



# Banking Basics

## April 2020

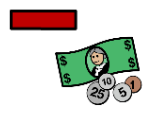



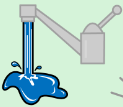
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		





# Banking Basics





## My Payments

### Time to pay your utility bill.

**To:**

**Send on:**

/  / **2020**

**From:**

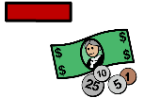
**Amount:**

\$

**SUBMIT PAYMENT**



# Banking Basics



My Payments

**Time to pay your cable bill.**

**To:**

**Send on:**

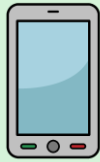
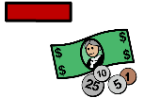
**From:**

**Amount:**

**SUBMIT PAYMENT**



# Banking Basics



My Payments

**Time to pay your phone bill.**

**To:**

**Send on:**

**From:**

**Amount:**

**SUBMIT PAYMENT**



# Banking Basics: Checking Account - April



Check #	Date	Transaction	Withdrawal -	Deposit +	Balance =
	___ / ___ / ___				\$
	___ / ___ / ___			+\$	\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___			+\$	\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___		-\$		\$
	___ / ___ / ___		-\$		\$



# Banking Basics: Checking Account - April



Check #	Date	Transaction	Withdrawal -	Deposit +	Balance =
	<u>4</u> / <u>1</u> / <u>20</u>	Beginning Balance			<del>\$3720.26</del>
	<u>4</u> / <u>1</u> / <u>20</u>	Social Services Benefit		<u>+\$750.00</u>	<u>\$4470.26</u>
	<u>4</u> / <u>2</u> / <u>20</u>	ATM Withdrawal	<del>-\$100.00</del>		<del>\$4370.26</del>
	<u>4</u> / <u>5</u> / <u>20</u>	Central Utilities	<del>-\$177.26</del>		<del>\$4193.00</del>
	<u>4</u> / <u>11</u> / <u>20</u>	Professional Clothing	<del>-\$138.44</del>		<del>\$4054.56</del>
	<u>4</u> / <u>14</u> / <u>20</u>	Paycheck		<u>+\$133.50</u>	<u>\$4188.06</u>
368	<u>4</u> / <u>15</u> / <u>20</u>	Hampton Apartments	<del>-\$175.00</del>		<del>\$3713.06</del>
	<u>4</u> / <u>17</u> / <u>20</u>	ABC Cable	<del>-\$120.42</del>		<del>\$3592.64</del>
369	<u>4</u> / <u>20</u> / <u>20</u>	Working Dog Daycare	<del>-\$189.99</del>		<del>\$3402.65</del>
	<u>4</u> / <u>25</u> / <u>20</u>	MTA Phone Services	<del>-\$53.20</del>		<del>\$3349.45</del>



# Banking Basics: Checking Account - April



Check #	Date	Transaction	Withdrawal -	Deposit +	Balance =
	<u>4</u> / <u>1</u> / <u>20</u>	Beginning Balance			\$3720.26
	<u>4</u> / <u>1</u> / <u>20</u>	Social Services Benefit		+ \$750.00	\$4470.26
	<u>4</u> / <u>2</u> / <u>20</u>	ATM Withdrawal	- \$100.00		\$4370.26
	<u>4</u> / <u>5</u> / <u>20</u>	Central Utilities	- \$177.26		\$4193.00
	<u>4</u> / <u>11</u> / <u>20</u>	Professional Clothing	- \$138.44		\$4054.56
	<u>4</u> / <u>14</u> / <u>20</u>	Paycheck		+ \$133.50	\$4188.06
368	<u>4</u> / <u>15</u> / <u>20</u>	Hampton Apartments	- \$475.00		\$3713.06
	<u>4</u> / <u>17</u> / <u>20</u>	ABC Cable	- \$120.42		\$3592.64
369	<u>4</u> / <u>20</u> / <u>20</u>	Working Dog Daycare	- \$189.99		\$3402.65
	<u>4</u> / <u>25</u> / <u>20</u>	MTA Phone Services	- \$33.20		\$3369.45



# Banking Basics



## n2y Bank Checking Account Statement

Check #	Date	Description	Withdrawals	Deposits	Balance
	4/1/2020	Beginning Balance			\$3720.26
	4/1/2020	Social Services Benefit		+750.00	\$4470.26
	4/2/2020	ATM Withdrawal	-100.00		\$4370.26
	4/5/2020	Central Utilities	-177.26		\$4193.00
	4/11/2020	Professional Clothing	-138.44		\$4054.56
	4/14/2020	Paycheck		+133.50	\$4188.06
368	4/15/2020	Hampton Apartments	-475.00		\$3713.06
	4/17/2020	ABC Cable	-120.42		\$3592.64
369	4/20/2020	Working Dog Daycare	-189.99		\$3402.65
	4/25/2020	MTA Phone Services	-33.20		\$3369.45



# Banking Basics



Check # 368 Date 4-15-2020

Pay to Hampton Apartments \$ 475.00

Four Hundred Seventy-Five + 00/100 Dollars

For Rent

Check # 369 Date 4-20-2020

Pay to Working Dog Daycare \$ 189.99

One Hundred Eighty-Nine + 99/100 Dollars

For Doggy Daycare





# Banking Basics



Check # 368 Date 4-15-2020

Pay to Hampton Apartments \$ ~~475.00~~

Four Hundred Seventy-Five + 00/100 Dollars

For Rent

Check # 369 Date 4-20-2020

Pay to Working Dog Daycare \$ ~~189.99~~

One Hundred Eighty-Nine + 99/100 Dollars

For Doggy Daycare



# Banking Basics



Check # \_\_\_\_\_ Date \_\_\_\_\_

Pay to \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

For \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_

Pay to \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

For \_\_\_\_\_



# Banking Basics

A large dashed outline of an envelope. The envelope has a triangular flap at the top. On the right side, there is a postage stamp that says "USA FIRST-CLASS" and features an American flag. On the left side, there are three horizontal lines for an address. In the center, there are three horizontal lines for a return address.



# Banking Basics



Envelope template with dashed lines for the flap and border. The address is pre-filled:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hampton Apartments**  
\_\_\_\_\_  
**202 Main St.**  
\_\_\_\_\_  
**Huron, OH 44839**  
\_\_\_\_\_

USA FIRST-CLASS



# Banking Basics



A large dashed-line envelope template. The address area is defined by a solid black border and contains the following text:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Working Dog Daycare**  
\_\_\_\_\_  
**14680 Leash Lane**  
\_\_\_\_\_  
**Spaniel, OH 43519**  
\_\_\_\_\_

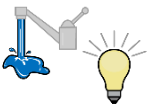
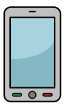

USA FIRST-CLASS



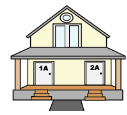

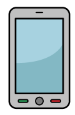






# Banking Basics



## Fill-In Cards for Online Bill Payment

 <b>Central Utilities</b>	 <b>MTA Phone Services</b>
 <b>ABC Cable Company</b>	

## Picture/Word Cards for Bills

 <b>Rent</b>	 <b>Cable</b>	 <b>Phone</b>	 <b>Utilities</b>	 <b>Benefits</b>	 <b>Paycheck</b>	 <b>ATM withdrawal</b>
 <b>Doggy Daycare</b>	 <b>Professional Clothing</b>					