Checking and Debit Card Practice

**Step 1:**

To complete this practice you must:

Create a check register in Excel

OR

Open a free account with an online checking account management program like Mint.com

OR

Obtain a free checking management app for your tablet or smartphone

**Step 2:**

Fill out checks as listed.

Enter the checks, debit card transactions and deposits for each month into your register.

Be sure to reconcile your checkbook each month before moving on to the next month.

**Things to Remember**

**You must enter each transaction in DATE order. If you miss a transaction, be sure to add it as soon as you realize you have missed it!**

***Paycheck:***

You get your paycheck direct deposit on the 1st and 15th of each month. The amount is **$985.78** each payday. YOU MUST ENTER THIS INTO YOUR CHECK REGISTER!!

***Bill Pay:***

The following bills are automatically paid through your bank or through EFT that you have set up. YOU MUST ENTER THESE INTO YOUR CHECK REGISTER!!

|  |  |  |
| --- | --- | --- |
| **Date** | **Bill** | **Amount** |
| 1st of each month | Legacy Property Management - Rent | $500.00 |
| 5th of each month | USAA Car Insurance | $102.00 |
| 17th of each month | GM Financial – Car Payment | $279.00 |
| 20th of each month | Northwestern Energy – Electric Payment – (Budget Billing) | $85.00 |
| 20th of each month | Montana Internet | $30.00 |
| 25th of each month | Verizon Wireless | $85.00 |

**January 2014 Transactions:**

|  |  |  |
| --- | --- | --- |
| 1st | Transfer to Savings | $100 |
| 5th | Debit Card – Town Pump | $58.72 |
| 6th | ATM – Cash | $20.00 |
| 7th | Debit Card – Safeway | $100.00 |
| 8th | Check 501 – St Peters Hospital Payment | $25.00 |
| 9th | Check 502 – Gift card purchase at Macys for your mom | $20.00 |
| 9th | Debit Card – Cinemark - Ticket | $6.95 |
| 9th | Debit Card – Cinemark – Treats | $10.50 |
| 12th | Debit Card – Walmart | $48.75 |
| 15th | Deposit Check from Sharon Smith (you took care of her pets while she was away) | $50.00 |
| 17th | Debit Card – Town Pump | $62.98 |
| 18th | Check 503 – Dish Network | $45.00 |
| 18th | ATM – Cash | $20.00 |
| 20th | Debit Card – Safeway | $150.00 |
| 22nd | Debit Card – Pizza Hut | $32.98 |
| 23rd | Check 504 – Al’s Car Repair | $130.00 |

**February 2014 Transactions**

|  |  |  |
| --- | --- | --- |
| 1st | Transfer to Savings (forgot to transfer on 1/15) | $200 |
| 2nd | ATM – Cash | $40.00 |
| 6th | Debit Card – Town Pump | $60.95 |
| 7th | Debit Card – Safeway | $120.00 |
| 8th | Check 505 – St Peters Hospital Payment | $25.00 |
| 9th | Transfer from Savings | $500.00 |
| 12th | Check 506 – Whalen Tire (New Tires) | $602.00 |
| 17th | Debit Card – Town Pump | $58.25 |
| 18th | Check 507 – Dish Network | $45.00 |
| 18th | Tax Refund – Direct Deposit | $528.00 |
| 19th | Transfer to Savings | $428.00 |
| 20th | Debit Card – Walmart | $187.56 |
| 20th | Debit Card – Great Divide Ski Hill | $80.00 |
| 22nd | Debit Card – Town Pump | $46.98 |
| 23rd | Debit Card – Itunes | $25.00 |
| 25th | Debit Card – Amazon.com | $40.00 |
| 26th | Check 508 – Safeway | $82.50 |
| 27th | Debit Card – Starbucks Card Refill | $20.00 |

**MARCH 2014 TRANSACTIONS**

|  |  |  |
| --- | --- | --- |
| 1st | Transfer to Savings | $100 |
| 2nd | Check 509 – SPMG – Dr. Visit | $15.00 |
| 2nd | Check 510 – Safeway Pharmacy | $60.00 |
| 3rd | ATM – Cash | $40.00 |
| 6th | Debit Card – Town Pump | $42.50 |
| 6th | Direct Deposit – MT Income Tax Refund | $248.00 |
| 6th | Check 511 – St Peters Hospital Payment | $25.00 |
| 8th | Debit Card – Walmart | $135.00 |
| 9th | Check 512 – Sandi Simpson (Hair Cut) | $25.00 |
| 10th | Debit – Silver Start Steakhouse | $102.00 |
| 15th | Transfer to Savings | $100.00 |
| 17th | Debit Card – Town Pump | $67.25 |
| 18th | Check 513 – Dish Network | $45.00 |
| 20th | Debit Card – TJ Maxx | $150.45 |
| 23rd | Debit Card – Starbuck Card Refill | $25.00 |
| 25th | Debit Card – Walmart | $102.52 |
| 25th | Deposit Cash from Garage Sale | $95.00 |
| 26th | Debit Card – Safeway | $82.50 |
| 27th | ATM Cash | $20.00 |
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