



# ALL ABOUT CHECKING ACCOUNTS

## Guidebook



[FarmCreditofVirginias.com](https://FarmCreditofVirginias.com)

Farm Credit is not a depository institution; therefore, we don't offer traditional checking and savings programs.

Copyright© 2025 by Farm Credit of the Virginias ACA.

# What is a **Checking Account**?

- Common financial service used by many consumers
- Services and fees vary depending upon the financial institution
- Funds are easily accessed through
  - Check
  - ATM
  - Debit Card
  - Telephone
  - Internet
  - Mobile Banking



## Why do People Use **Checking Accounts**?

- Reduces the need to carry large amounts of cash
- Convenience – useful for paying bills
- Spending plan tools
  - Keeps a record of where money is spent



# What is a Check?

- Used at the time of purchase as a form of payment
- Used to pay bills through the mail
- Piece of paper pre-printed with the account holder's:
  - Name and address
  - Check number
  - Financial institution
  - Identification numbers

**Personal information**  
Your name, address and phone number.

**Payee**  
Official name of the recipient.

**Amount**  
Exact value written in words.

**Padlock Icon**  
Indicates the check was vetted by the CPSCA\*.

**Check Number**  
Unique identifier printed on each check.

**Date**  
Month, day and year the check was written.

**Routing Number**  
ABA\*\* number that identifies your bank.

**Account Number**  
Your checking account number.

**Check Number**  
Unique identifier printed on each check.

**Amount**  
Exact value written in numbers.

**Memo**  
Unofficial note to yourself, like account number on bill.

**Your Signature**  
Handwritten name that authorizes the bank to release the funds.

**Bobbi Bankrate**  
123 Bankrate Boulevard, Apt. 38B  
New York, NY 10001  
(555) 555-5555

**DATE**

**PAY TO THE ORDER OF**

**\$**

**DOLLARS**

**SECURITY FEATURES INCLUDED DETAILS ON BACK**

**Generic Bank & Trust**

**MEMO**

**101**

**23456789**

**000123456789**

**0101**

# How do you write a Check?

JAMES SMITH  
JANE SMITH  
321 OAK ST  
ANYTOWN, USA

#203  
12-567/891

1 DATE \_\_\_\_\_

PAY TO THE ORDER OF 2 \_\_\_\_\_ 3 \$ \_\_\_\_\_

4 \_\_\_\_\_ DOLLARS

**YB** YOUR BANK  
123 MAIN STREET  
ANYTOWN, USA

5 MEMO 6 \_\_\_\_\_

:053962407 994444433 203

1. DATE: Include month, day, and year you are writing the check
2. PAYEE: Write the name of the person or business
3. AMOUNT: Write the amount of the check in *numbers*
4. AMOUNT: Write the amount of the check in *words*
5. MEMO: Use the Memo area to note the reason for the check
6. SIGNATURE: Sign the check the way you sign the signature card



# How do you cash a Check?

Blank Endorsement

1. Sign your name the same way it is written on the front of the check.

1

ENDORSE HERE

2. Take check to your bank or other facility that will cash checks.



# How do you deposit a Check?

Fill out a deposit slip. Take your money and the deposit slip to your bank\*.

date

your name

list the amount of each item that you are depositing here

Deposit

Date

Name

Account Number

CASH		
CHECKS		
Subtotal		
Less Cash		
TOTAL		

sum of all the items deposited

amount of cash you want back

your account number

total amount of deposit

\*Your bank may also offer a mobile app that lets you deposit a check by taking a picture of it.

# How do you use a Check Register?

- A check register is a place to record all monetary transactions for a checking account
  - Deposits, checks, ATM use, debit card purchases, bank fees
- Used to keep a running balance of the account

DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT (-)		DEPOSIT/ CREDIT (+)		✓ T	FEE (IF ANY)	BALANCE	
									\$ 275.00	
9/1	DEP	Deposit			144	01			144	01
		September Paycheck							419	01

## 10 Rules About Checking

1. Only write checks when you have enough money in your account
2. Write checks legibly
3. Always use a **pen** to write checks (preferably a gel ink)
4. Don't erase mistakes on a check
5. Don't sign blank checks
6. Print the right date on a check
7. Always keep checks in a safe place
8. Destroy voided or unused checks
9. Record every transaction in the checkbook register
10. Review your monthly bank statement for accuracy

Take time to practice

CHECK

JANE DOE  
123 ANYWHERE ST  
ANYWHERE, USA

DATE\_\_\_\_\_

456

PAY TO THE  
ORDER OF \_\_\_\_\_

\$

\_\_\_\_\_

DOLLARS

MEMO\_\_\_\_\_

\_\_\_\_\_

123456789 123456789

DEPOSIT SLIP

Deposit Ticket

Name\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_

Sign here if cash received from deposit.

Bank of Huntington Beach  
Huntington Beach, California 92647

C h e c k s	Currency		
	Coin		
	List Checks Singly		
Total From Other Side			
Total			
Less Cash Received			
Net Deposit			

98-7170/3341

: 341971401 : 3940561278 "



FarmCreditofVirginias.com

#### IMPORTANT NOTICE AND DISCLAIMER

These materials are provided for educational and informational purposes only and do not constitute legal, financial, tax, or investment advice on any matter. We do not warrant that the materials provided are current and up-to-date with applicable laws and practices. You should not act or refrain from acting based on these materials or the information they contain without seeking legal advice from an attorney licensed in your jurisdiction or other appropriate professional. To the fullest extent provided by law, Farm Credit of the Virginias, ACA will not be liable for any loss or damage caused by your reliance on these materials or any information contained in these materials. Your use of the materials is at your own risk, and by accessing the materials, you hereby waive and hold harmless Farm Credit of the Virginias from any claims resulting therefrom.

Copyright© 2025 by Farm Credit of the Virginias ACA. All Rights Reserved. No portion of these materials may be copied, modified, distributed, transmitted, or publicly displayed without prior written permission of Farm Credit of the Virginias, ACA.

09-2025