

## Hand Poster/Overhead Masters

In this section you will find *14 hand poster/overhead masters* that may be duplicated for educational use. This series supports the concepts found in the *Banking Skills* module of this resource. These masters make good *hand posters, handouts* for Stage Three readers. Some are suitable for Stage Two readers. They can also be made into *overheads* for presentations.

Review the *Learning About Money Video Scripts* for background information on the topics covered. See the segment, *Banking Skills* for further information. It is an excellent *visual tool* for showing ways learners can do their banking. It gives them information about:

- The choices they need to make when selecting a place to bank
- An explanation of the process of opening an account
- The services that are provided by financial institutions
- The “how to” of writing cheques, tracking transactions, using a debit card, and an ATM machine.
- Identity theft and how to protect their money, as well as
- The concerns about alternative banking companies and their costs.

Here are the *hand poster/overhead masters* that follow in this file—each has a number, so you can identify the order—note that the page number is given following the dash. Or, you can follow the links below.

- BS100—2 Discussion Starters*  
—See page 2 of the education module for discussion topics and ideas.
- BS110—3 What are your banking needs?*
- BS120—4 There are different kinds of banks*
- BS130—5 Types of services*
- BS140—6 Choosing an account*
- BS141—7 To fill in an application form you will need . . .*
- BS142—8 The signature card*
- BS150—9 Writing a cheque*
- BS151—10 The transaction record book*
- BS152—11 Recording transactions*
- BS153—12 Electronic banking*
- BS154—13 Reconciling your statement*
- BS160—14 Alternative banking services*
- BS170—15 Identity theft*

## What do you think about . . .

- **What are the most important services you need from a bank?**
- **What are the costs for the services you would use?**
- **What are the pros and cons of using a debit card?**
- **Why do people have trouble balancing their account?**
- **How can you keep track of your banking transactions?**
- **What kinds of alternative banking services are in your community?**



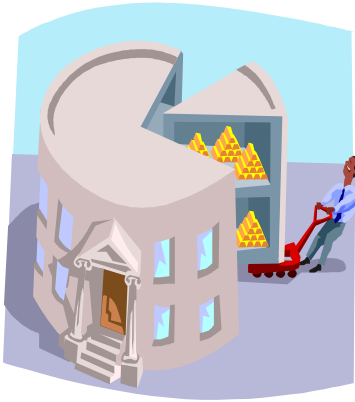


## What are your banking needs?

- safety
- location
- convenience
- hours
- cost of services
- parking or bus service
- multi-branch banking



## There are different kinds of banks



*Select the type of financial institution that suits your needs.*

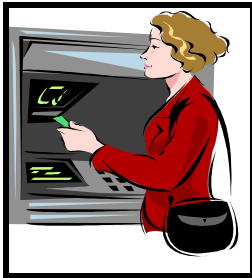
*You can choose from a . . .*

- . Chartered bank*
- . Credit union*
- . Caisse populaire*
- . Trust company*

## Types of services



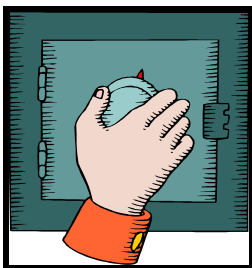
- **choice of accounts**
  - savings
  - chequing, or
  - combination



- **electronic banking**
  - ATM transactions
  - debit card purchases
  - multi-branch services
  - internet banking



- **credit used for**
  - mortgages
  - personal loans
  - credit cards  
(e.g. Visa or MasterCard)



- **other services . . .**
  - purchase bonds, GICs etc.
  - travellers' cheques
  - foreign currency
  - safety deposit box

## Choosing an account



- **Savings accounts**
  - monthly statement
  - passbook
- **Chequing accounts**
  - transaction record book
  - personalized cheques
- **Combination accounts**

*Ask about . . .*

- *types of accounts*
- *service charges and costs*
- *interest paid*

## To fill in an application form you need . . .



- name, address, and phone number
- age and birth date
- next of kin, or spouse
- social insurance number
- your employer
- three pieces of ID
  - birth certificate
  - health insurance card
  - driver's licence
  - passport, or immigration papers

*Be sure one piece of ID has your picture.*

## The signature card

*When you fill in an application for a bank account, or a credit card, you will be asked for a signature.*

*A signature identifies you by the way you sign your name.*

*Always sign your name in the same way for all banking transactions including cheques, credit card purchases, and other documents.*



## Writing a cheque

		Cheque #
		① DATE _____
②	PAY TO _____ ( the payee—who gets the money)	③ \$ (amount \$)
④	_____ ( amount of \$ in writing) _____ /100 DOLLARS	
❖	Bank/Credit Union	⑤ (your signature)

There are *five things* to fill in:

- ① date
- ② who gets the money—the payee
- ③ amount \$ in numbers
- ④ amount \$ in writing, and
- ⑤ your signature.

*A cheque is a written promise to pay  
the cost of what you buy.*

## The Transaction Record Book



Use these codes to record a transaction in your record book.

**D** = deposit

**ATM** = automatic teller machine

**TT** = telephone transfer

**DC** = debit card

**AP** = automatic payment

**O** = other

*When writing a cheque record the cheque # in your record book.*

## Recording transactions

Fill in the following transactions in the record book below . . .

- Balance forward on a new page is \$155.98
- a cheque #143 to Manitoba Hydro for \$38.00
- a debit card transaction to The Bay for \$79.85
- a paycheque by direct deposit for \$523.00
- a monthly service charge of \$9.50
- an automatic payment to Shaw Cable for \$25.75
- a cash withdrawal at an ATM for \$60.00
- the new balance is \$\_\_\_\_\_.

Cheque # Or code	Date	Description of Transaction	Payment/ fee or withdrawal a debit (-)	✓	Deposit or interest a credit (+)	\$ Balance

## Electronic banking



*Your PIN is your Personal Identification Number. It is a code that gives you access to your account. **KEEP IT SAFE!***

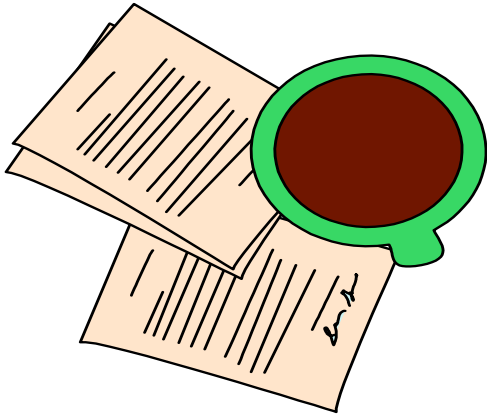
Use your card as . . .

- a debit card in a store to purchase goods and services
- at an ATM to:
  - ⇒ withdraw cash
  - ⇒ deposit cash or cheques
  - ⇒ pay bills, or
  - ⇒ transfer money from one account to another

*Keep receipts—they are proof of your transaction and contain personal information about you!*

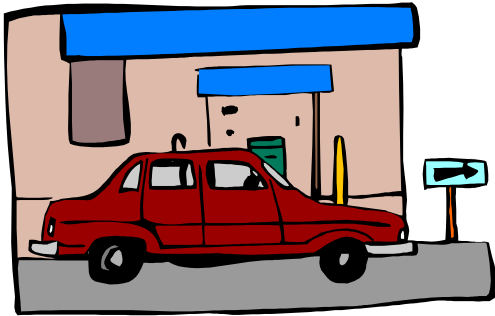
# Reconciling your statement

## Steps to follow . . .



1. Check off ✓ the items that have cleared through your account . . .
  - deposits
  - cheques
  - ATM transactions
  - automatic payments
2. Next, bring your record book up to date. Add items not shown, such as service charges. Check them off. Now figure out your new balance.
3. Next, use the form on the back of the statement and work through the steps to get a balance.
4. Compare the two balances. Are they the same? They should match. This is called reconciliation.

## Alternative banking services



*What other types of financial services are in your community?*

- Finance companies
- Payday loan companies
- Pawn shops
- Stores with “no money down” purchase options
- Other services . . .

*Before using these services know the costs involved and understand the contract.*

## Identity theft

*People can steal your personal information and use it for crime. This is called identity theft.*



### To avoid identity theft . . .

- protect your PIN number when using an ATM or debit machine
- do not give banking or credit card information over the phone or internet to strangers
- store all banking and other financial information securely
- shred personal information that has your SIN number, address, birth date etc. before putting it in the garbage.