

Checking Account Paperwork

Overview

A checking account is a deposit account held at a financial institution which allows withdrawals and deposits. Checking accounts can also be called demand accounts or transactional accounts. Checking accounts are very liquid and can be accessed using checks, automated teller machines and electronic debits, among other methods. There are many types of paperwork involved when you have a checking account. Here are some examples:

Direct Deposit Authorization Form

A direct deposit authorization form is a document which authorizes a third party, usually an employer for payroll, to send money to a bank account by using the bank routing and account numbers. Sometimes the employer will require a voided check to ensure the account is valid.

Direct Deposit Authorization Form

Please print and complete ALL the information below.

Name: _____

Address: _____

City, State, Zip: _____

EXAMPLE

9 digit Routing Number Account Number (1-17 digits) Check Number (do not include)

Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: ☐ \$ _____ ☐ _____% or ☐ Entire Paycheck

Type of Account: ☐ Checking ☐ Savings (Check One)

Attach a voided check for each bank account to which funds should be deposited (if necessary)

_____[Company Name] is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee's Signature: _____

Date: _____

Source: www.eforms.com/direct-deposit-authorization

Checking Account Paperwork

Filling out a personal check

1. Date: Write this near the top right-hand corner. In most cases, you will use the current date, to help keep accurate records.
2. "Pay to the order of": Write the name of the person or organization you are paying, which is known as the payee. You may have to ask "who do I make the check out to" if you are not sure, because this information needs to be accurate.
3. Amount in numeric form: Write the amount of your payment in the small box on the right-hand side.
4. Amount in words: Write out the amount using words. This will be the official amount of your payment. If the amount listed is different from the numeric form you entered in the previous step, the amount you wrote with words will legally be the amount of your check.
5. Signature: Sign the check legibly on the line in the bottom-right corner. Use the same name and signature on file at your bank. A check will not be valid without a signature.
6. Memo or "For" line: This step is optional and will not affect how banks process the check. The memo line is a good place to add a reminder about why you wrote the check. It might also be the place to write information your payee will use to process your payment such as your account number.

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John Smith
765 Dolor sit Amet APT B5
Brooklyn, NY, 12345

CHECK Nº 0007
1 DATE: Aug. 11, 2019

PAY TO THE ORDER OF: **2** Mary Johnson
4 Seven hundred fifteen and $\frac{39}{100}$

\$ **3** 715.39
DOLLARS

PAYABLE AT
ALL LOREM BANK BRANCHES IN USA
ACCOUNT Nº 001234567

6 MEMO Monthly rent

5 J. Smith
AUTHORIZED SIGNATURE

⑈456789012⑈ ⑆654321098⑆ ⑆89098765432109⑈

Checking Account Paperwork

Filling out a Deposit Slip

The process of filling out deposit slips varies depending on what you are doing. For example, cash and checks go in different sections and getting cash back from your deposit requires an additional step.

1. Date the slip for the day the deposit is being made.
2. Write your name and your account number on the deposit slip. If you have pre-printed deposit slips from the back of your checkbook, this is already done for you.
3. List the cash amount of your deposit: If cash is included in the deposit, write the total amount of cash in the cash row of the slip. If you do not have any cash to deposit, leave this line blank.
4. List checks individually: Include the check number and amount of each check. If you do not have any checks to deposit, move on to the subtotal.
5. Add up the deposits for a subtotal: This is the total amount of cash and checks you have to deposit.
6. Enter the amount of cash you would like to withdraw: This step is not required if you do not want any cash back from your deposit.
7. Calculate the total deposit: This is the sum of your deposits minus any cash you want to withdraw.

DEPOSIT TICKET	
DATE <u>11/10/2020</u>	CASH ▶
<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	<u>444</u> ▶
NAME <u>Jasmine Martinez</u>	<u>356</u> ▶
ACCOUNT NUMBER <u>44458362545</u>	SUBTOTAL ▶
<u>Jasmine Martinez</u>	LESS CASH RECEIVED * ▶
<small>SIGN HERE IF CASH RECEIVED *</small>	TOTAL