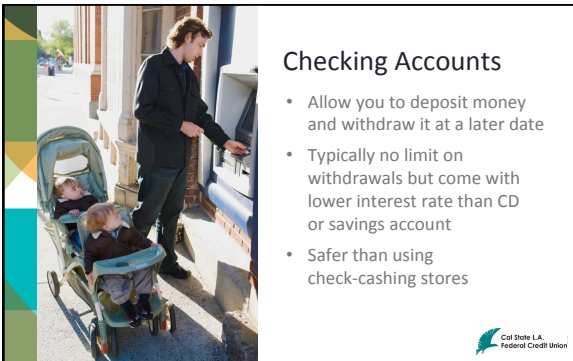
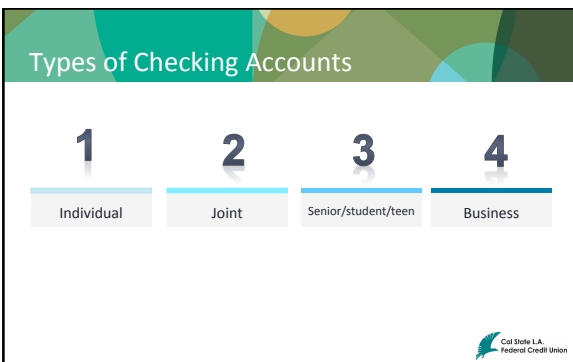


Checking 101









Opening a Checking Account

- Can apply in person or sometimes on-line
- Bring identification and funds to deposit
- May be denied if have
 - *ChexSystems* report: fraud, bounced checks, overdrawn account
 - Negative activity on credit report: late payments, collection accounts, bankruptcy



Deposits

- Types of check endorsements
 - Blank endorsement
 - Restrictive endorsement
 - Special endorsement
- Can deposit with teller or at ATM
 - May need to fill out deposit slip
- Direct deposit
 - Money electronically transferred to account






Withdrawals

- Debit card
- Can use at ATM and stores
- "Do you want to use debit or credit?"
 - Debit: enter pin, can get cash back in some stores
 - Credit: sign, additional protections
- Debit card not the same as credit card
 - Money immediately deducted from account






Withdrawals (Cont.)

- Checks
 - Take the time to fill out correctly or may be returned
 - Write "VOID" across check if make mistake
 - Keep record of checks you write
 - Don't write a check for more than you have in your account
- Electronic checks
 - Enter check information on-line
 - Don't have to worry about check getting lost

Cal State L.A. Federal Credit Union





Withdrawals (Cont.)

- Automatic debit
 - Money automatically withdrawn from account set time each month
 - Make sure enough money in account and debit actually occurs
- On-line bill pay
 - Pay bills through financial institution

Cal State L.A. Federal Credit Union

Checking Account Management

- It is your responsibility to ensure there is enough money in your account to cover your transactions
- If you try to withdraw more than available funds
 - Not allowed to overdraw: debit card transactions will be denied, checks will bounce – NSF fee
 - Allowed to overdraw (no overdraft protection): may be charged overdraft fees
 - Overdraft protection: may be fee for service but usually less than overdraft and NSF fees; typically linked to savings account, credit card, or line of credit





Checking Account Management (cont.)

- Even if you have overdraft protection, not good habit to overdraw
 - Reevaluate budget if needed
- Monitor account balance
 - On-line
 - Over the phone
 - Pen and paper method



Preventing Identity Theft

- Only carry with you what you need
- Don't write PIN on card or share it
- Report a lost or stolen check or debit card to financial institution immediately
- Do not disclose account information on-line or over the phone unless certain dealing with reputable company
- Cut up or shred old statements



Balancing Your Checkbook

- Regularly inspect statements for unauthorized charges and errors
- To balance checkbook, compare your records to statement, after making necessary adjustments
- If balances differ, do research and contact financial institution if believe there is error or unauthorized charge
- Some people choose to monitor account activity on-line instead of formally balancing checkbook





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