

# LESSON PLAN

*Know Your Checking Account*

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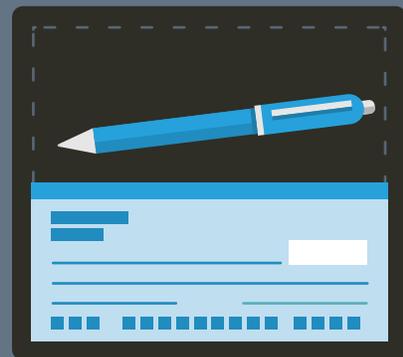
## INCLUDED IN THIS PACKAGE

- **LESSON PLAN** (2 pages)
- **ACTIVITY** (3 pages)
- **QUIZ** (1 page)
- **ACTIVITY ANSWER KEY** (2 pages)
- **QUIZ ANSWER KEY** (1 page)

## COLLECT FROM YOUR LIBRARY

- **VIDEO 15** (*Know Your Checking Account*)
- **PRESENTATION 15** (*Know Your Checking Account*)
- **HANDOUT 15** (*Know Your Checking Account*)

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# LESSON PLAN

## Know Your Checking Account

GRADES

7 to 12

TIME

45 minutes



### OVERVIEW

Although many transactions are now digital, understanding how a checking account works is still an essential money skill. In this lesson, students will practice reading and writing checks and explore what happens when they spend more money than they have available in their account.

### GOALS

- Help students understand how checking accounts work
- Introduce students to the concept of overdraft, and how to prevent it

### OBJECTIVES

- Identify the key parts of a check and explain their purpose
- Read and interpret information from a sample check
- Practice filling out a check accurately
- Explain what overdraft is and how it can affect an account balance

### ASSESSMENT

Use the activity in this lesson plan to assess students' grasp of the topic. An optional quiz is also provided (the quiz is not factored into the lesson's 45-minute runtime).

***Did you know?** The first printed checks appeared in England in the early 1700s. They were printed on special paper with intricate designs to prevent forgery.*

### MATERIALS

- VIDEO 15**—*Know Your Checking Account*
- PRESENTATION 15**—*Know Your Checking Account*
- ACTIVITY**—*Check It Out and Answer Key*
- HANDOUT 15**—*Know Your Checking Account*
- QUIZ**—*Know Your Checking Account and Answer Key*

### PREPARATION

- Gather digital materials (video and presentation)
- Print **HANDOUT 15** for each student
- Print one copy of the **ACTIVITY** for each student
- (Optional) Prepare a copy of the **ACTIVITY Answer Key** for in-class display
- (Optional) Print **QUIZ** (Know Your Checking Account) for each student



# LESSON PLAN

## Know Your Checking Account

### TIMELINE

- 5 minutes** Introduce topic and show **VIDEO 15** (*Know Your Checking Account*)
- 20 minutes** Facilitate **ACTIVITY**
- 20 minutes** Go over **PRESENTATION 15** and distribute **HANDOUT 15**
- (Optional)** Assessment: **QUIZ** (*Know Your Checking Account*)

### INSTRUCTIONS

- Ask your class the following questions:
  - Have you ever seen, received or written a check before?
  - Why might people still use checks even when they can pay digitally?
- Introduce the video: “Even if you rarely see checks today, they’re a great way to understand how money moves between people and financial institutions. Let’s watch a video to learn more.”
- Show **VIDEO 15**
- Facilitate the **ACTIVITY**:
  - (Optional) Divide students into pairs
  - Distribute the **ACTIVITY** and give students 5–10 minutes to answer the comprehension questions on page 2
  - Review the comprehension questions together as a class
  - Next, read the sample scenario from page 2 of the Answer Key aloud and have students fill out the blank check on page 3 based on the information provided
  - Display the Answer Key (optional) and review the completed check

- Bring the class back together for a brief discussion:
  - Why is it important to be neat and accurate when writing a check?
  - What could happen if you make a mistake on the amount?
  - What might happen if you write a check for more than the amount you have in your bank account?

Transition to the presentation: “Now that we’ve practiced filling out a check, let’s take a look at what happens when the numbers don’t add up.”

- Go over **PRESENTATION 15**
  - For younger grades, focus on what overdraft means and highlight the importance of tracking account balances to avoid mistakes
  - For older grades, present and discuss overdraft protection in more detail
  - After slide 14, distribute **HANDOUT 15** so students can follow along with the checkbook balancing example
- (Optional) Distribute **QUIZ** for individual assessment, or answer the questions together as a class; decide whether or not students can reference their notes/handouts during the quiz

### NOTES

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# ACTIVITY

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## CHECK IT OUT - SAMPLE CHECK

Directions: Use the sample check below to answer the questions on page 2.

FRONT:

JEN YOUNG 0051  
 #5 1309 Leland Street  
 Sunnyside, WA 98101 DATE October 2, 2025

PAY TO THE ORDER OF Townsville Electric Co. \$ 87.45

Eighty-seven and 45/100 \_\_\_\_\_ DOLLARS

 **DAYLIGHT**  
CREDIT UNION

MEMO September bill Jen Young

⑆ 473384647 ⑆ 3766 05274772 ⑆ 0051

BACK:

**SECURITY FEATURES:**

Absence of 1 or more of the following Security features may indicate alteration:

- 
- 
-

ORIGINAL DOCUMENT

Endorsement - Signature or Stamp



# ACTIVITY

## Know Your Checking Account

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### CHECK IT OUT - WORKSHEET

Directions: Use the information found on the sample check on page 1 to answer the following questions.

1. Who is the **payee** on this check? (Who is receiving the money?) \_\_\_\_\_

2. Who is the **drawer** on this check? (Who is writing the check?) \_\_\_\_\_

3. What is the check number? \_\_\_\_\_

4. Where can you find the check number on the check? (List two places.)

\_\_\_\_\_

5. What is the **total amount** of the check? \_\_\_\_\_

6. Why is the amount written in both numbers and words on a check? \_\_\_\_\_

\_\_\_\_\_

7. What is the **purpose** of this payment? \_\_\_\_\_

8. What is the **financial institution** that issued this check? (Who is the drawee?)

\_\_\_\_\_

9. The numbers printed along the bottom of the check are used by financial institutions to process payments. Name one of these numbers and what it identifies.

\_\_\_\_\_

10. **Bonus Question:**

On the back of a check, the **endorsement** area is for the person receiving the money to sign.

Does Jen need to sign it here? Why or why not?

\_\_\_\_\_



# ACTIVITY

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## CHECK IT OUT - BLANK CHECK

Directions: Listen as your instructor reads a scenario aloud. Fill out the blank check below based on the information provided. Remember to include the date, payee, amount, memo and signature.

YOUR NAME		0001
123 Your Street		
City, State ZIP		DATE _____
PAY TO THE ORDER OF _____	\$	<input type="text"/>
_____		DOLLARS
		
MEMO _____		
		



# QUIZ

## Know Your Checking Account

NAME: \_\_\_\_\_

TOTAL /7 pts
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### MULTIPLE CHOICE

Directions: CIRCLE the best possible answer for each question.

1. Which of the following is **not** a security feature that helps prevent someone from changing a check?
  - a. The amount written twice, in numbers and in words
  - b. Security paper or a background pattern
  - c. Microprinting that blurs if photocopied or scanned
  - d. A short note in the memo line to describe the payment
2. Which simple habit can help you avoid overdraft fees?
  - a. Waiting until the end of the month to write any checks
  - b. Tracking your spending and checking your balance regularly
  - c. Spending first and checking your balance later
  - d. Only making purchases with long holding periods

/2 pts

### MATCHING

Directions: Match each term to its description by writing the corresponding letter in the blank.

- |  |                   |
|--|-------------------|
| _____ 3. Spending more money than what is available in your checking account                           | A. Payee          |
| _____ 4. The number on a check that identifies the bank or credit union where the account is held      | B. Drawer         |
| _____ 5. The person who writes the check and pays the money from their account                         | C. Routing number |
| _____ 6. The time a financial institution takes to process a check before the money is fully available | D. Overdraft      |
| _____ 7. The person or business receiving the money from a check                                       | E. Holding period |

/5 pts

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# ACTIVITY ANSWER KEY

## Know Your Checking Account

### CHECK IT OUT - WORKSHEET

**Directions:** Use the information found on the sample check on page 1 of the Activity to answer the following questions.

1. Who is the **payee** on this check? (Who is receiving the money?) Townsville Electric Co.
2. Who is the **drawer** on this check? (Who is writing the check?) Jen Young
3. What is the check number? 0051
4. Where can you find the check number on the check? (List two places.)  
In the upper right corner and at the end of the row of numbers along the bottom.
5. What is the **total amount** of the check? \$87.45
6. Why is the amount written in both numbers and words on a check? Writing the amount twice helps prevent mistakes and fraud. The line after the words fills the space so no one can add anything else.
7. What is the **purpose** of this payment? According to the memo line, it pays Jen's September bill.
8. What is the **financial institution** that issued this check? (Who is the drawee?)  
Daylight Credit Union
9. The numbers printed along the bottom of the check are used by financial institutions to process payments. Name one of these numbers and what it identifies.  
Routing number (bank or credit union); account number (account); check number (specific check).
10. **Bonus Question:**  
On the back of a check, the **endorsement** area is for the person receiving the money to sign. Does Jen need to sign it here? Why or why not?  
No. Jen is writing the check, not receiving it.

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# ACTIVITY ANSWER KEY

## Know Your Checking Account

### CHECK IT OUT - BLANK CHECK

**Directions:** Use this page to guide the check-writing portion (page 3) of the Activity. Read the scenario below aloud twice so students can note every detail. After each student has filled in their check, display the completed example and review it together.

#### SCENARIO

You've signed up for a series of driving lessons at Blue Ribbon Driving School. The total cost is \$150.00, and today's date is May 10, 2026. Write a check for this amount and include a memo describing what the payment is for.

#### COMPLETED CHECK

YOUR NAME  
123 Your Street  
City, State ZIP

0001

DATE May 10, 2026

PAY TO THE ORDER OF Blue Ribbon Driving School

\$ 150.00

One hundred and fifty and 00/100 DOLLARS



MEMO Driving Lessons

(Your Signature)

⑆ 642747336 ⑆ 8424 03751378 ⑆ 0001

**Note:** When a check is written for an even dollar amount, the writer still needs to show that there are no cents to prevent anyone from altering the total. The most common way to do this is by writing *and 00/100* at the end of the amount, although some people use *and No/00* or add the word *even*.

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# QUIZ ANSWER KEY

## Know Your Checking Account

### MULTIPLE CHOICE

Directions: CIRCLE the best possible answer for each question.

1. Which of the following is **not** a security feature that helps prevent someone from changing a check?
  - a. The amount written twice, in numbers and in words
  - b. Security paper or a background pattern
  - c. Microprinting that blurs if photocopied or scanned
  - d. A short note in the memo line to describe the payment
2. Which simple habit can help you avoid overdraft fees?
  - a. Waiting until the end of the month to write any checks
  - b. Tracking your spending and checking your balance regularly
  - c. Spending first and checking your balance later
  - d. Only making purchases with long holding periods

/2 pts

### MATCHING

Directions: Match each term to its description by writing the corresponding letter in the blank.

- |   |                   |
|---|-------------------|
| <u>  D  </u> 3. Spending more money than what is available in your checking account                           | A. Payee          |
| <u>  C  </u> 4. The number on a check that identifies the bank or credit union where the account is held      | B. Drawer         |
| <u>  B  </u> 5. The person who writes the check and pays the money from their account                         | C. Routing number |
| <u>  E  </u> 6. The time a financial institution takes to process a check before the money is fully available | D. Overdraft      |
| <u>  A  </u> 7. The person or business receiving the money from a check                                       | E. Holding period |

/5 pts