

# Using a Check Register

## RECORDING CHECKS AND DEPOSITS

A check register is an important part of a checkbook. It is used to keep track of the cash balance in a checking account. Record the three checks and the deposit slip on the check register below.



Adam Cartwright  
 55 Westwood  
 Bloomington, IN 12345  
 Date May 5, 2000 648

PAY TO THE ORDER OF Hoss Blocker \$ 81.48  
Eighty-one and 48/100----- DOLLARS

Park National Bank  
 P.O. Box 6551, Year Town, 7211

MEMO saddle Adam Cartwright

⑆ 111021933⑆⑆006⑆02⑆198 39⑆

Adam Cartwright  
 55 Westwood  
 Bloomington, IN 12345  
 Date May 8, 2000 649

PAY TO THE ORDER OF Joe Landon \$ 37.12  
Thirty-seven and 12/100----- DOLLARS

Park National Bank  
 P.O. Box 6551, Year Town, 7211

MEMO horse feed Adam Cartwright

⑆ 111021933⑆⑆006⑆02⑆198 39⑆

DEPOSIT TICKET

YOUR NAME  
 Your Address  
 Your City, State, & Zip Code

Date May 10, 2000  
⑆ 111021933⑆⑆006⑆02⑆198 39⑆

Park National Bank  
 P.O. Box 6551, Year Town, 7211

CASH	4321
C	7238
M	
F	
C	
C	
SUBTOTAL	11559
LESS CASH	
TOTAL	11559

or \$ 11559

⑆ 111021933⑆⑆006⑆02⑆198 39⑆

Adam Cartwright  
 55 Westwood  
 Bloomington, IN 12345  
 Date May 12, 2000 650

PAY TO THE ORDER OF Ben Greene \$ 200.00  
Two hundred and 00/100----- DOLLARS

Park National Bank  
 P.O. Box 6551, Year Town, 7211

MEMO 6-month pymt Adam Cartwright

⑆ 111021933⑆⑆006⑆02⑆198 39⑆

Check Number	Date	Transaction Description	✓	Check/Fee	Deposit	Balance	
				Amount (-)	Amount (+)	\$	
						\$	645.23
				\$	\$	\$	