

Chapter 5

Tools and Tips to Help You Manage Your Account

- When you write a check for more money than you have in your account, the result is a bounced check, also known as a non-sufficient funds check.
- Bouncing checks hurts the relationship that you are trying to develop with your bank or credit union.
- As a result of the Check Clearing Act of the 21st Century, checks can be cleared almost instantaneously.
- Overdraft protection is a line of credit or a loan from your bank or credit union that will be activated if you should happen to write an NSF check.
- A joint account requires communication and cooperation to run smoothly.

Chapter 6

Protecting Your Checking Account and You

- Keep your checking account statements indefinitely and store them in a safe place, such as a locked filing cabinet.
- When you mishandle your account, it may be reported to ChexSystems, where information about your account is stored in a database for five years. Information on your ChexSystems report can make it difficult— even impossible— for you to open another checking account.
- Under the Fair and Accurate Credit Reporting Act, you can receive a free copy of your ChexSystems report and your credit report every 12 months.
- Your bank or credit union will never request you to update your account information via e-mail. This is a scam known as “phishing.”

Financial Literacy for the Consumer Provided by:

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***CACC consumer
financial program:
Overview***

A checking account is much more than a method to pay for goods and services.

Checking accounts are essential financial building blocks and great tools to help you manage your money. They can help you to achieve financial stability and get more of the things you want. What's more, checking accounts make conducting financial business more convenient, safer, and can offer you cost savings, among other advantages.

CheckWise is a comprehensive guide to managing a checkbook, starting with the basics of choosing a financial institution to work with and selecting a checking account that meets your needs. It covers topics such as learning how to write checks, using online bill pay, reconciling your account, and offers other tips and tools to help you manage your account. To be successful with your finances, you need to handle your checking account responsibly. CheckWise can help you learn how.



Book Content:

Chapter 1

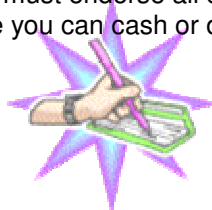
Developing a Relationship with a Financial Institution

- Establishing a relationship with a bank or credit union is important to helping you buy things that you may not otherwise be able to afford, such as a new car or a home.
- One of the best and easiest ways to develop a relationship with a bank or credit union is to take advantage of the financial tools they have available to you.
- Banks and credit unions view checking accounts as essential financial building blocks.
- Paying higher interest rates and fees leaves you with less money to buy the things you want and need.

Chapter 2

Choosing and Opening an Account

- The key to choosing the right account for you is to find one that costs you the least amount possible, while still meeting your needs.
- When you wish to open a new account, you will need to provide proof of your identity and be ready to make an opening deposit.
- You must endorse all checks before you can cash or deposit them.



- Money you deposit into your account may not be available for immediate withdrawal.

Chapter 3

Checks and Electronic Payments

- Some forms of checks are not widely accepted.
- To prevent identity theft, never have your Social Security number printed on your checks.
- Never write our PIN on your debit card, share it with anyone else, or carry it in your wallet or purse.
- The process of paying bills online is really the same as writing a check, except you enter the information using a computer.



Chapter 4

Maintaining and Reconciling Your Checkbook

- Reconciling your checkbook may take some time, but doing so will help to ensure that your balance is accurate and can prevent you from bouncing checks.
- The balance in your checkbook register and the balance listed in your statement will be different because your checking account statement reflects a specific period of time, cutting off on a certain date, while you continued to write checks and make deposits after that date.
- No matter how much or little experience you have with a checking account, mistakes can and do happen.
- If your account does not balance, even after you follow the appropriate steps, you might want to contact your bank or credit union for assistance.

