

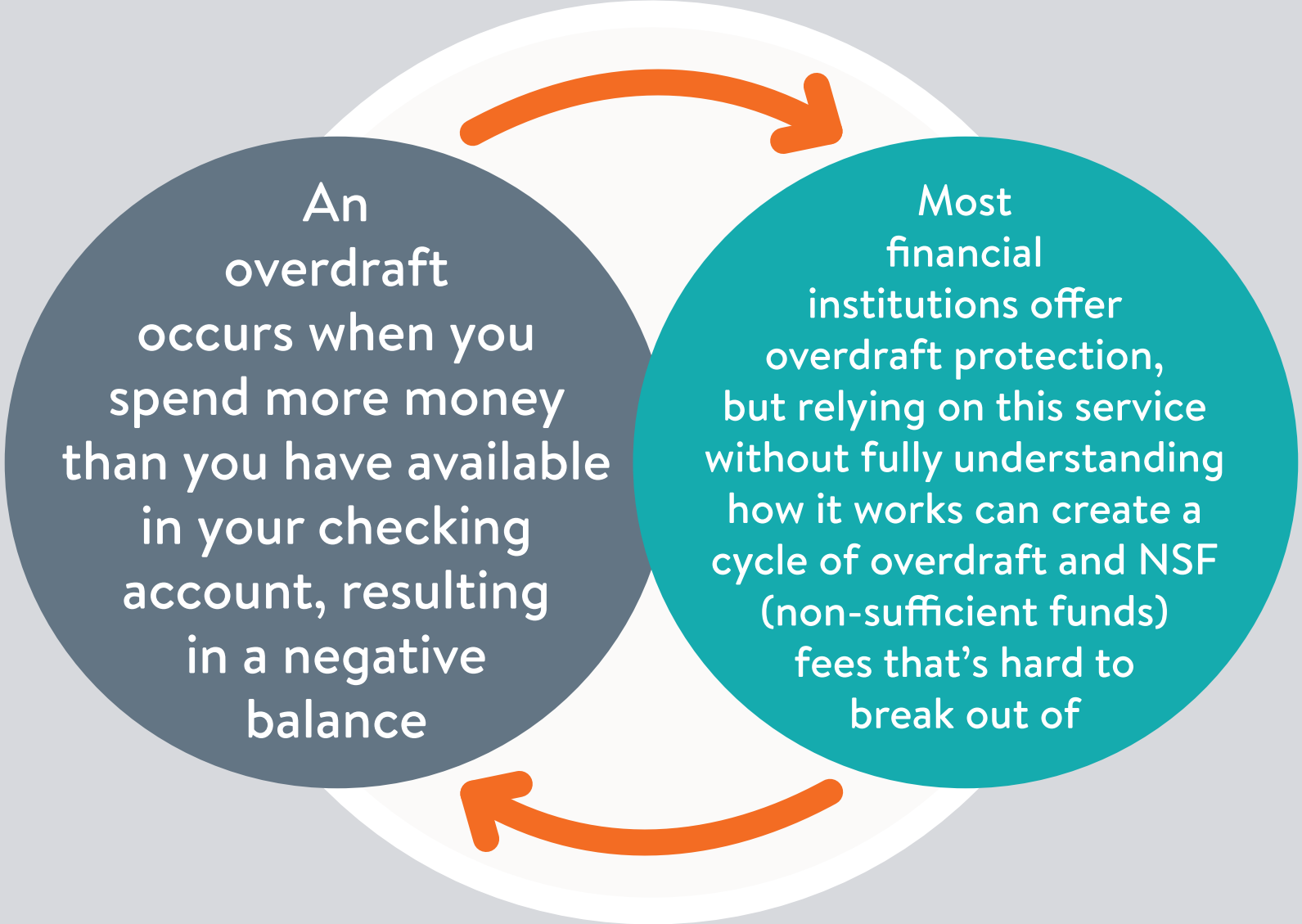
Know Your **CHECKING ACCOUNT**

BROUGHT TO YOU BY



- IT'S A -
**MONEY
THING®**

Understanding
OVERDRAFT



An
overdraft
occurs when you
spend more money
than you have available
in your checking
account, resulting
in a negative
balance

Most
financial
institutions offer
overdraft protection,
but relying on this service
without fully understanding
how it works can create a
cycle of overdraft and NSF
(non-sufficient funds)
fees that's hard to
break out of

OVERDRAFT SCENARIOS



ACCOUNT BALANCE IGNORANCE

*Not keeping track of
your account totals*



HOLD ON

*Making purchases
that place holds on
your account*



PROCESSING LIMITATIONS

*Spending money before
a paycheck has cleared*

OVERDRAFT PROTECTION

VS.

OPTING OUT

Let's say that you're buying a brand-new gadget at the store. Your last paycheck hasn't cleared, so you're unaware that your current available balance is only \$150. The gadget costs \$160. You pull out your debit card and...





WITH OVERDRAFT PROTECTION

**The transaction
goes through**

WITHOUT OVERDRAFT PROTECTION

**Your card gets declined
and the transaction
does not go through**



WITH OVERDRAFT PROTECTION

Depending on how your financial institution handles overdraft situations:

Funds are transferred from your savings account to cover the transaction

OR

Your account then becomes overdrawn, resulting in a negative balance



WITH OVERDRAFT PROTECTION

BENEFIT

**You avoid the inconvenient situation of
having your card declined**





WITHOUT OVERDRAFT PROTECTION

BENEFIT

You avoid a negative balance and any potential NSF (non-sufficient funds) fees that go along with it





WITH OVERDRAFT PROTECTION

CONSIDERATIONS

**You may be charged an
overdraft fee**

—

**You may be charged an NSF
(non-sufficient funds)
fee for having a
negative balance**

**You may also be charged a
recurring fee until your balance
is positive**

—

**If you frequently overdraw your
account, you may be able to
pay a monthly fee to reduce
your total fee costs**



WITHOUT OVERDRAFT PROTECTION

CONSIDERATIONS

**Having your card declined
can be inconvenient and
embarrassing**

—

**In emergency situations, it
can be extremely troubling**

DID YOU KNOW?

According to Regulation E,
consumers have the ability to opt
out of overdraft protection
for any debit card or
ATM transaction

HOW TO STAY AHEAD OF THE FEES



SET UP ALERTS

Most financial institutions will allow you to set up alerts that will inform you of your balance



BORROW BETTER

To protect yourself from the high costs of fees, consider taking out a credit card with a low interest rate for emergencies



BALANCE YOUR CHECKBOOK

This will give you a firm knowledge of how much money is in your checking account

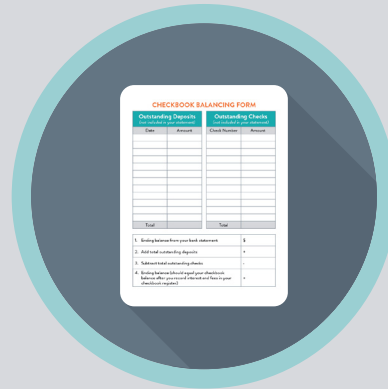
Balance Your
CHECKBOOK

BALANCE YOUR CHECKBOOK

WHAT YOU'LL NEED



Your most recent statement and/or canceled checks



A checkbook balancing form



Your checkbook register



A calculator and a pencil

STEP

1



RECONCILE YOUR CHECKS

*Determine if there are
checks that haven't cleared
your account*

STEP

2



RECONCILE YOUR DEPOSITS

Make sure each deposit shown on your statement is recorded in your checkbook register

STEP

3



RECONCILE YOUR ATM WITHDRAWALS AND DEBIT CARD PURCHASES

*Go through the same process
with your ATM withdrawals
and debit card purchases*

STEP

4



RECORD INTEREST EARNED AND FEES

*Check your statement
for any other fees and
record them in your
checkbook register*

5

[illegible]

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

Go through your checkbook register and in column one of the checkbook balancing form, list any outstanding deposits

6

Outstanding Deposits <i>(not included on your statement)</i>		Outstanding Checks <i>(not included on your statement)</i>	
Date	Amount	Check Number	Amount
Total		Total	

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

LIST OUTSTANDING CHECKS

In column two of the balancing form, list your outstanding checks, as well as any outstanding debit purchases or ATM withdrawals

STEP

7

CHECKBOOK BALANCING FORM

Outstanding Deposits

(not included on your statement)

Date	Amount
Total	

Outstanding Checks

(not included on your statement)

Check Number	Amount
Total	

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

RECORD YOUR
ENDING BALANCE

On line 1 of the bottom section of the checkbook balancing form, enter the ending balance shown on your statement

8

[illegible]

1. Ending balance from your bank statement	\$	
2. Add total outstanding deposits	+	
3. Subtract total outstanding checks	-	
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=	

ENTER OUTSTANDING DEPOSITS

On line 2 of the bottom section of the checkbook balancing form, enter the total outstanding deposits from column one

STEP

9

CHECKBOOK BALANCING FORM

Outstanding Deposits

(not included on your statement)

Date	Amount
Total	

Outstanding Checks

(not included on your statement)

Check Number	Amount
Total	

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

ENTER OUTSTANDING CHECKS

On line 3 of the bottom section of the checkbook balancing form, enter the total outstanding checks from column two

STEP
10

O (n)

[illegible]

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

CALCULATE YOUR BALANCE

Use a calculator to total lines 1 through 3, as indicated by the plus and minus signs on the form, and enter the new total on line 4

STEP
10

CHECKBOOK BALANCING FORM

[illegible]

1. Ending balance from your bank statement	\$
2. Add total outstanding deposits	+
3. Subtract total outstanding checks	-
4. Ending balance (should equal your checkbook balance after you record interest and fees in your checkbook register)	=

CALCULATE YOUR BALANCE

Your new total should equal the balance shown in your checkbook register; if it doesn't, figure out what's at cause—sometimes it's an entry error or a slip-up in your math, but it could be an error by your financial institution

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Sources: CreditCards.com, *Forbes*

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