

Instructor Guide

BANK ON IT

FDIC

Money Smart



FDIC Money Smart for Young Adults



Building: Knowledge, Security, Confidence

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Module 1: Bank On It Layering Table

Please read the Layering Table Instructions in the *Guide to Presenting Money Smart for Young Adults*.

Pages	Time (Min.)	Topic	Subtopic & Activities	Target Audiences
9-14	10-15	Checking In	Welcome, introductions, pre-assessment	<ul style="list-style-type: none"> Everyone
15	5	Overview of Banks	Banks and banking experiences	<ul style="list-style-type: none"> Everyone
16	5	Why Keep Money in a Bank?	Reasons to keep money in a bank	<ul style="list-style-type: none"> Those with or considering opening a bank account
17-19	10-15	Types of Financial Institutions	Banks, thrifts, and credit unions <ul style="list-style-type: none"> Activity 1: Which is Which? Choosing a Bank and a Bank Checklist 	<ul style="list-style-type: none"> Those considering opening a bank account Those looking for a new bank or account
20-21	5	Opening and Maintaining a Bank Account	Steps to opening and maintaining a bank account, account verification process	<ul style="list-style-type: none"> Those ready to open a bank account
22-25	15	Paper Money Exercise	Deposit, balance, withdrawal, fees <ul style="list-style-type: none"> Activity 2: Making Deposits and Withdrawals 	<ul style="list-style-type: none"> Anyone who has or is ready to open a new deposit account
26-28	10	Deposit and Non-Deposit Accounts	Checking accounts, comparing checking accounts with cash-checking services, savings accounts, interest, non-deposit accounts	<ul style="list-style-type: none"> Those who have and are considering opening a deposit or non-deposit account
29-30	5	ATM and Debit Cards	ATM, debit, and stored value cards	<ul style="list-style-type: none"> Those ready to open a bank accounts Those deciding between an ATM or

Module 1: Bank On It Layering Table

Please read the Layering Table Instructions in the *Guide to Presenting Money Smart for Young Adults*.

Pages	Time (Min.)	Topic	Subtopic & Activities	Target Audiences
				debit card
31-33	10-15	Additional Banking Services	<ul style="list-style-type: none"> Activity 3: Additional Banking Services 	<ul style="list-style-type: none"> Those looking for or comparing additional banking services
34-35	5	Privacy Notices and Opting Out	Privacy notices, opting out	<ul style="list-style-type: none"> Everyone
36-41	15	Protecting Yourself from Identity Theft	Identity theft, common forms of identity theft, online shopping security, identity theft tips, what to do if someone steals your information <ul style="list-style-type: none"> Activity 4: Identity Theft Tips 	<ul style="list-style-type: none"> Everyone
42-43	10	Tour of a Bank	Important bank employees <ul style="list-style-type: none"> Activity 5: Bank Employee Role Play 	<ul style="list-style-type: none"> Anyone who has or is ready to open a bank account
44	5	Module Summary		<ul style="list-style-type: none"> Everyone
45-47	5	Knowledge Check		<ul style="list-style-type: none"> Everyone

Getting Started

Purpose

In the *Bank On It* module, students will learn about banking basics. They will learn about the types of financial institutions, why people use banks instead of “stuffing their money under the mattress,” and the fundamentals of using bank accounts. This module also covers additional services a bank might provide, and the functions of bank personnel, so students have the tools they need to begin a relationship with a bank.

Presentation Time

Each topic has an approximate completion time listed in the *Bank On It* Layering Table. Use the suggested times to personalize the module based on your students’ needs and the given time period. Allow extra time for activities and questions when teaching larger groups.

Materials and Equipment

The materials and equipment needed to present all of the *Money Smart for Young Adults* modules are listed in the *Guide to Presenting Money Smart for Young Adults Curriculum*. Review the guide thoroughly before presenting this module.

You will also need a container marked “Bank” (e.g., a box or hat) and enough paper money copied, cut, and put into envelopes so that each student has:

- Two \$20s = \$40.00
- Four \$10s = \$40.00
- Three \$5s = \$15.00
- Five \$1s = \$5.00
- Total = \$100.00

Note: the paper money can be found on page 49 of this Instructor Guide.

Module Activities

- Activity 1: Which is Which?
- Activity 2: Making Deposits and Withdrawals
- Activity 3: Additional Banking Services
- Activity 4: Identity Theft Tips
- Activity 5: Bank Employee Role Play

Important Note

In this module you will give the class examples that include monetary amounts. Since most people have trouble with facts and figures, be sure to show these amounts on the board or on a flip chart.

Icons

The following icons are used throughout the Instructor Guide and Participant Guide to indicate what type of activity will be conducted.



Learning Objectives

List the objectives to set the stage for learning.



Flip Chart

Use a flip chart to document students' comments or write important points for students to remember.



Presentation

Present information or demonstrate an idea.



Review

Refer students to and summarize material provided in the Participant Guide.



Activity

Guide students through an activity to support their learning.



Assessment

Direct students to take a short test.



Discussion

Facilitate a discussion about a topic as directed.



Ask a Question

Present a problem or question for discussion.

Character Usage

The following characters will be used in the situational comic strips of the module to depict students in a real-world application of the content. The comic strips and characters can be used to facilitate discussions related to the module content.



Jasmine

Jasmine is an 11th grade student at Lakeview High School. Her activities include hanging out with friends and going shopping. In school, her favorite subject is English and she also swims on the swim team. She works part time on the weekends around the holidays in her aunt's gift shop nearby, and has a younger brother named Dominique. Jasmine wants to attend an in-state college and plans to be an exercise physiologist.



Todd

Todd, a sophomore at Lakeview High School, is shy with a very sarcastic sense of humor. He is always avoiding social situations because he comes from a lower-income family and cannot afford to do the things the other teens are doing. He is very intelligent and is planning to attend college, but he is not sure how he will pay for it or where he will go. Todd works part-time at a fast food restaurant and the local grocery store, and is saving all he can for college.



Ramón

Ramón was born in the United States (U.S.) but his parents are from Peru; they came here when they were teenagers themselves. Ramon is 18 and preparing to graduate from Lakeview High School. He will be attending college on a soccer scholarship and studying mechanical engineering, since his dream job is to work for NASA. Ramón has a little sister, and an older brother who is a pilot in the Air Force. He likes to take his girlfriend to the movies or to play mini golf with the money he earns working as a technician at a local computer shop.



Grace

Grace is an artistic student who wants to go to Fashion Design School after she graduates high school, but her parents want her to go to college. She does not really fit in to the “high school scene,” but the teachers really see potential in her to do great things. She works at a clothing store at the mall, and spends her free time on fashion sketches. Since her parents are totally against Grace going to Fashion Design School, she is very careful with her money so she can continue to buy design supplies.

Checking In

Welcome



Welcome to *Bank On It*! Learning what you can about the services and functions of a bank will help you choose the right bank for you when the time comes. This module will help you make those choices. You will also learn the steps needed to open a bank account, and the right person to talk to at the bank when you need different services.

Introductions



Before we get started, I will share a little about myself and I would like to know a little bit about you.

[Introduce yourself and share a little of your background and experience.]

Record students' expectations, questions, and concerns on chart paper. If there is anything you will not teach, tell students where the information can be obtained (e.g., another module or a website). Check off their responses at the end of the training to show that the lesson content met their expectations.

As you introduce yourself, state:

- Your expectations
- Questions and/or concerns about the training content

Purpose



Bank On It provides an overview of banking services. It is designed to help you build a positive relationship with financial institutions (i.e., banks, thrifts, and credit unions).

Objectives



Slide 2: Objectives

After completing this module, you will be able to:

- Identify the major types of insured financial institutions.
- Identify five reasons to use a bank.
- Describe the steps involved in opening and maintaining a bank account.
- Describe two types of deposit accounts.
- Identify additional bank services that come with deposit accounts.
- Describe the main functions of the bank customer service representative, teller, loan officer, and branch manager.

Agenda and Ground Rules



In addition to me presenting material to you, we will have classroom and small group discussions and exercises that allow you to practice what you have learned.

If you have experience or knowledge in some aspect of the material, please share your ideas with the class. One of the best ways to learn is from each other. You might be aware of some method that has worked well for you or some pitfall to avoid. Your class contribution will enhance the learning experience. If something is not clear, please ask questions!

Student Materials

Refer students to the Participant Guide. Review its contents and organization.

Each of you has a copy of the *Bank On It* Participant Guide. You can take it home and use it as a reference. It contains:

- Information and activities to help you learn the material
- Tools and instructions to complete the activities
- Checklists and tip sheets
- A glossary of the terms used in this module

What Do You Know?



Use the Pre-Assessment to gauge students' prior knowledge of the content, and customize your presentation focusing on content with which they are the least familiar.

Before we begin, we will see what you know about banking services.

Take a few minutes to complete the Pre-Assessment beginning on page 6 of your Participant Guide. It will not be scored and you will be able to determine whether you answered each question correctly as we progress through the module.

Which questions were you unsure of or unable to answer? *[Note: If time is limited, make sure you cover these content areas.]*

What questions do you have about the module overview?



Pre-Assessment

1. Which of the following are insured financial institutions?

Select all that apply.

- a. Check cashing service
- b. **Banks and thrifts**
- c. **Credit unions**
- d. Pawn shop

2. Why should you keep your money in a bank? Select all that apply.

- a. To keep your money safe and insured
- b. So you can have fast, easy access to your money
- c. Because it is cheaper than using other businesses to cash your checks and pay your bills
- d. To help you get a future loan or line of credit
- e. **All of the above**

3. When you apply to open a new bank account, the bank will first:

- a. Withdraw money from your new account

- b. Give you an account number
 - c. **Ask for your identification (ID)**
 - d. Offer you a credit card
4. Which of the following steps will help you from overdrawing your bank account?
- a. Open the bank account
 - b. Make deposits and withdrawals
 - c. Balance your checkbook one time every year
 - d. **Record all transactions in a check register**
5. Two types of deposit accounts are:
- a. **Checking and savings**
 - b. Money orders and Automated Teller Machines (ATMs)
 - c. Stocks and bonds
 - d. Overdraft protection and checking fees
6. Which account would you use to pay bills and buy goods?
- a. Savings account
 - b. **Checking account**
 - c. Non-deposit account
7. In which situation below would you need to see the customer service representative at a bank?
- a. Cash a check
 - b. Apply for a mortgage loan
 - c. **Ask a general question**
8. Which of the following are ways to prevent identity theft?
- a. Protect your numbers (Social Security Number (SSN), credit card, etc.)
 - b. Protect your mail
 - c. Sign up for direct deposit
 - d. **All of the above**

9. Debit cards can be:
- A quick way to get a small loan
 - A way to delay having a purchase come out of your account
 - Paid off over time
 - Used at many retailers**
10. With online banking, you can access your accounts at any time to:
- View your account balance(s)
 - Conduct transactions (e.g., transferring money between accounts, paying bills, or ordering checks)
 - Download information, including your monthly statement
 - Change account information (e.g., address and phone number)
 - All of the above**
11. If you want to get a loan at a bank, you would most likely work with the:
- Loan officer**
 - Teller
 - Customer service representative
 - Bank manager
12. Which of the following is like a check (a document used to pay bills or buy goods)?
- A loan
 - A money order**
 - A remittance
 - A money transfer
13. Where can you find information on how a financial institution handles and shares your personal information?
- It is listed in the Truth in Lending Act
 - In the Terms & Conditions listed on your account

statement

- c. **In a Privacy Notice sent to you by the financial institution**
- d. On the back of your checks



5 minutes Overview of Banks



What Do Banks Do?

This section will help you gauge how much students know about banks and what they do. The term “banks” includes credit unions and thrifts. Share or have students read the comic strip on slide 3 or page 9 of their Participant Guide.

Do You Have a Bank Account?



Ask for a show of hands. How many of you keep your money at home like Jasmine? How many of you have a bank account (e.g., checking or savings account) like Ramón?

What Do Banks Do?

- **Banks:**
 - Are businesses that offer a safe place to keep money
 - Are also called *financial institutions*
 - Offer many financial services



A bank is a business that offers you a safe place to keep your money and uses your deposits to make loans. This business is also called a financial institution. Banks offer many financial services. For those who have a bank account, what experience have you had with a bank?

Slides 3-4

Note: the terms “bank” and “financial institution” can be used interchangeably in this course.

5 minutes Why Keep Money in a Bank?



Write students' responses on chart paper. Compare their responses with the reasons listed.



Slide 5: Why keep your money in a bank?

Why do you (or should you) keep your money in a bank, or why might you recommend that Jasmine keep her money in a bank account? Some reasons might include:

- **Safety** – Money is safe from theft, loss, and fire.
- **Convenience** – You can get money quickly and easily. Using direct deposit, for example, saves you time and allows you quicker access to your money. Funds that are electronically deposited in your account are available sooner than if you deposited a check. We will talk more about direct deposit later.
 - You can also use Automated Teller Machines (ATMs) to get fast access to your money. Most ATMs are available 24 hours a day, 7 days a week. You can also use your bank's ATM or debit card to make purchases instead of using cash.
- **Cost** – Using a bank is probably cheaper than using other businesses (e.g., check cashing services) to cash your check or pay bills.
- **Security** – The Federal Deposit Insurance Corporation (FDIC) insures deposits up to the maximum amount allowed by law. This means that the FDIC will return customers' money up to \$250,000.00 per depositor, per insured bank based on the current Standard Maximum Deposit Insurance Amount (SMDIA) if a bank closes and cannot give its customers their money.
- **Financial future** – Building a relationship with a bank establishes a record of paying bills, can help you save money, and is necessary for getting a loan.



What questions do you have?

During this discussion we talked about why you should keep your money in a financial institution. Now let us talk about the

different types of financial institutions or banks.

10-15 minutes Types of Financial Institutions



Ask students to list some of the banks in their area. Identify which are banks or thrifts and which are credit unions. Explain the differences to students.

There are two major types of insured depository financial institutions:

- **Banks and Thrifts**

Financial institutions that operate under federal and state laws and regulations. Banks and thrifts make loans, pay checks, accept deposits, and provide other financial services.

- **Credit Unions**

Non-profit financial institutions owned by people who have something in common. Credit unions offer many of the same services as banks and thrifts. You have to become a member of the credit union to keep your money there.



Slide 6: Types of Financial Institutions

Students will most likely name banks and include the type without realizing it. Often the type of bank is listed in the name.

Tell what EDIE does.

You can tell if the FDIC insures a bank by the displayed FDIC logo. Most credit unions are insured by the National Credit Union Administration (NCUA). The deposit insurance rules are the same at NCUA-insured credit unions as they are at FDIC-insured banks.

The FDIC has an online tool called the Electronic Deposit Insurance Estimator (EDIE). You can calculate the insurance coverage of your accounts at each FDIC-insured institution online at www.myfdicinsurance.gov/.



Activity 1: Which is Which?

Complete Activity 1 in your Participant Guide

- Read each description
- Place a ✓ by the correct financial institution for each description



Slide 7: Activity 1

Refer students to Activity 1: Which is Which? on page 10 in their Participant Guide.

Activity 1: Which is Which?

Have students match each description with the correct type of bank. Allow students 5 minutes for this activity.

Read each description. Place a ✓ by the correct financial institution for each description.

Stars & Stripes Financial Institution is insured by the FDIC. It must follow federal and state laws. You could get a loan, a credit card, or open a checking or savings account here. Which one is it?

- Bank or Thrift
- Credit Union

Great Financial Institution requires account holders to be a faculty or staff member or student at Great University. The account holders are also the owners. Which one is it?

- Bank or Thrift
- Credit Union

What questions do you have about types of financial institutions?



Refer students to the Choosing a Bank and a Bank Account Checklist on page 11 of their Participant Guide.

Choosing a Bank and a Bank Account Checklist

When looking for a bank and a bank account, take the Choosing a Bank and a Bank Account Checklist with you. The questions can help you choose the bank and accounts that are right for you.

You can find a copy of this checklist beginning on page 11 of your Participant Guide.

Choosing a Bank and a Bank Account Checklist

*If the financial institution is a credit union, be sure you are eligible to join.	Bank Name/ Account Type _____	Bank Name/ Account Type _____	Bank Name/ Account Type _____
Bank Information			
Does the bank offer the services I need?			
Convenient branches and ATMs?			
Bank hours?			
Do employees speak my language?			
Is it insured by FDIC/NCUA?			
Accounts			
• Requirements for opening account?			
Checking Accounts			
• Minimum opening balance?			
• Minimum monthly balance?			
• Fees?			
• Fee waivers available?			
• Number of withdrawals per month without a fee?			
• Earns interest?			
• Deposit hold times?			
Overdraft Programs			
• Low balance alerts offered?			
• Overdraft fees?			
• Link to a savings account to cover overdrafts? If so, is there a fee?			
Savings accounts			
• Minimum opening balance?			
• Minimum monthly balance?			
• Annual percentage yield (APY)?			
• Fees?			
• Fee waivers available?			
• Withdrawal limits per month?			
• Services available?			
ATM Cards			

• Fees?			
• Fee waivers available?			
• Location/number of ATMs?			
Debit Cards			
• Fees?			
• Fee waivers available?			
• Rebates or bonuses for use?			
• Location/number of ATMs?			
• Debit card transactions requirements or limits?			
Mobile/online banking			
• Is it available?			
• Transaction types and limits?			
• Fees?			
• Fee waivers available?			
• Online bill pay?			
Other Information?			
Total Monthly Costs			
Total Annual Costs			



What questions do you have about opening a banking account?

No matter which type of financial institution you use, all of them use some basic banking terms that you will have to know in order to open an account.

5 minutes Opening and Maintaining a Bank Account



Opening and maintaining a bank account is not as difficult as you might think. There are four basic things you have to do:

1. Open the account
2. Make deposits and withdrawals
3. Record interest and fees
4. Keep track of your balance

You will be learning new banking words as we talk about each

Opening and Maintaining a Bank Account

1. Open the account
2. Make deposits and withdrawals
3. Record interest and fees
4. Keep track of your balance




Slide 8: Opening and Maintaining a Bank Account

Describe the steps involved and explain why banks do this.

What Is Account Verification?

Proving your identity by providing the bank with your:

- Name
- Address
- Date of birth
- SSN or ITIN
- State- or government-issued ID




Slide 9: What is Account Verification?

of these steps.

Account Verification

The first thing you need to do to open a bank account is to go through a process called account verification. This is for two reasons: First, the bank needs to make sure that you are who you say you are, and you are able under the law to open a bank account. Second, the bank may want to make sure you will be a responsible bank customer. Some banks will not want to open a new account for someone who has a history of mismanaging their bank account.

The bank will request your:

- Name
- Address
- Date of birth
- Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- State- or government-issued identification (ID) (e.g., school ID, state-issued ID card, driver's license, passport, Matrícula Consular card, or resident alien card)

You may have to show more than one type of ID. This is for the protection of both you and the bank. Since practices vary, ask your bank what type of ID is needed when opening a bank account.

Note to the students that in most places you need to be of a certain age to open your own account unless your parent or guardian opens one with you. Ask local financial institutions for more details.



What questions do you have about account verification?

Now we will look at some of those banking terms associated with opening and maintaining an account. As we do this, you will be opening and maintaining your own account.

15 minutes Banking Terms Exercise



I am going to give you this envelope with money. The envelope represents your bank account, and the money is your balance or the amount you have in your account. Take the paper money out of the envelope and count it. You should have \$100.00:

- Two \$20s = \$40.00
- Four \$10s = \$40.00
- Three \$5s = \$15.00
- Five \$1s = \$5.00

We will be using this money as I walk you through the steps involved in opening and maintaining a bank account.



Depositing Money

When you open a bank account, you put money into your account. Any time you put money into your account it is called a deposit.

Banking Terms	
Deposit	Put money into your account
Withdrawal	Take money out of your account
Balance	The amount of money you have in your account
Fees	Money charged by the bank for different services
Overdraft Programs	Options in the event you overdraw your account (spend more money than you have in your account)

Whenever you add money to your account, you must fill out a deposit slip. A deposit slip tells the bank how much money you are adding to your account.

Depending on what you deposit—cash, a payroll check, or a check drawn on an out-of-state bank—you may not have immediate use of the funds. The bank must first make sure there are funds at the originating bank (the bank of the person who wrote the check) to cover your check.

Slide 10: Banking Terms
Explain each term while completing the exercise.

You should ask the bank when you can use the money you deposited. Also, even though the bank gives you access to the

funds you deposited, it does not mean the check cleared the other bank. If the check you deposited bounces, the bank will deduct from your account the funds it made available from the check.

Now “deposit” \$100.00 into the envelope, which is your bank account.



Balance

The balance is the amount of money you have in your bank account. Your balance will change whenever you make a deposit or a withdrawal. Remember to record all of those in your check register so that you always know your balance.

We are going to use this table to keep track of the money we add to and take out of our accounts. What is your balance?

Description	+/-	Balance
Opening Balance	+\$100.00	\$100.00



Withdrawal

When you make a withdrawal, you take money out of your bank account. You do this when you write a check, give a teller a withdrawal slip, or use an ATM. A withdrawal slip looks similar to a deposit slip except you use it to take money out of, rather than add money to, your account.

You always need to know how much is in your account so you do not withdraw more money than you have. If you overdraw your checking account—that means you spent more money than you had available in the account—you will be charged a fee. We will talk about these fees later.

If you take \$20.00 out of the envelope, which represents your account, you just made a withdrawal. What is your balance now?

Description	+/-	Balance
Opening Balance	+\$100.00	\$100.00
Withdrawal	-\$20.00	\$80.00

What questions do you have about how we got this balance?



Fees

Financial institutions may charge you fees for different services, including:

- A monthly maintenance fee to keep your account open
- A penalty fee if you misuse your account (e.g., an overdraft fee when you withdraw or spend more money than the amount in your account, or a non-sufficient funds fee if you write a check that the bank returns unpaid because you did not have enough money in your account).

Now take \$4.00 out of your envelope and give the money to the banker. This represents a monthly maintenance fee being charged to your account. What is your balance now?

Description	+/-	Balance
Opening Balance	+\$100.00	\$100.00
Withdrawal	-\$20.00	\$80.00
Fees	-\$4.00	\$76.00

Overdraft Programs

Many financial institutions offer options in the event you overdraw your account (spend more money than you have in your account). You can avoid the merchant’s returned check fee, but you still have to pay the financial institution an overdraft fee for each item. Be sure to look carefully at the fees associated with this service, as the fees can be very costly.

When you first open the account, the bank will ask you how it should handle ATM and point of sale debit card transactions

that would overdraw your account.

By default, you are “opted out”—that means these transactions that would overdraw your account would be declined and you would not be charged a fee. But, if you opt-in to an overdraft program, the bank will charge a fee to cover transactions. These fees could be costly, perhaps \$30.00 or more.

The decision you make does not apply to other types of overdraft transactions, including:

- Checks
- Automatic (scheduled) bill payments, (e.g., through online bill-pay or recurring charges billed to a debit card).

Your bank may offer other lower cost options than fee-based overdraft programs (e.g., linking your savings account to your checking account to cover overdrafts). Remember that with fee-based overdraft programs, unlike an overdraft line of credit, there is no guarantee that your bank will cover your checks; ATM withdrawals; and debit card or other electronic transactions that overdraw your account.

We spend more time talking about how to avoid overdrawing your account in the *Check it Out* module.

What questions do you have about how we got the answer?



Activity 2: Making Deposits and Withdrawals

The purpose of this exercise is to practice making deposits to and withdrawals from a bank account, and keeping track of the balance. Read the scenario carefully. Complete the table and determine the new balance. Be prepared to explain your answers.

Scenario

Activity 2: Making Deposits and Withdrawals

Complete Activity 2 in your Participant Guide

- Read the scenario
- Complete the table and determine the new balance

Slide 11: Activity 2
Refer students to Activity 2: Making Deposits and Withdrawals on page 14 of their Participant Guide.

Carl opened a bank account and deposited \$100.00 in cash. The next day, he withdrew \$40.00 from an ATM. At the end of the week he deposited \$75.00, which he had earned by helping his parents and mowing a neighbor’s lawn.

What is the balance in Carl’s account after he made the payment (or withdrawal) and deposit?

Answer:

Description	+/-	Balance
Opening Balance	+\$100.00	\$100.00
Payment/Withdrawal	-\$40.00	\$60.00
Deposit	+\$75.00	\$135.00

What questions do you have about making deposits and withdrawals?



Now we will talk about the type of accounts that are available.

10 minutes Deposit and Non-Deposit Accounts



Bank accounts that allow you to add money to the account are called deposit accounts. Checking and savings accounts are two examples of deposit products.

Checking Accounts

- Allow you to pay bills and buy goods by using checks or an ATM or debit card
- You will receive a monthly bank statement
- Compare the rules of the different checking accounts

Slide 12: Checking Accounts

Checking Accounts

A checking account allows you to pay bills and buy goods with the money you have deposited.

- When you write a check, use an ATM or debit card, or bank online the financial institution takes the money from your account and pays it to the designated person or business.
- The financial institution makes a monthly record of the deposits and withdrawals made available to you either

by mail or online. This is called a bank statement.

It is a good idea to compare the rules of the different accounts. For example, banks might require you to have a certain balance to open an account, earn interest, or avoid fees. This is usually called a minimum balance.

Bank Versus Check-Cashing Services

Even though banks may charge monthly fees, it is much cheaper to use a deposit account at a bank than a check-cashing service.

Say one of you cashed four checks a month, and you pay a \$5.00 charge each time you cashed a check. That means you would pay \$20.00 a month ($4 \times \5.00) or \$240.00 a year ($\20.00×12 months) to cash your checks.



Slide 13: Bank Versus Check-Cashing Services
Click the space bar, mouse, or right arrow to display the bank comparison and the savings.

Now you want to consider opening a checking account. The bank charges a \$5.00 monthly fee, which includes 8 free checks per month and free use of the ATM. Ordering a box of 100 checks through the bank costs you about \$18.00. In this case, using a checking account for 1 year would cost you \$78.00 ($\5.00×12 months = \$60.00 + \$18.00 = \$78.00). If you subtract \$78.00 from \$240.00, you would save \$162.00 a year! Even if you only used a check-cashing service twice a month, you could still save \$42.00 a year ($\$5.00 \times 2 = \$10.00 \times 12 = \$120.00 - \$78.00 = \42.00) or \$102.00 ($\$120.00 - \18.00 for checks) if you had a checking account that did not charge a monthly fee.

When comparing banks to check-cashing services, other benefits include:

- Financial institutions provide the convenience of Internet banking with access to your accounts and information 24 hours, 7 days a week.
- Using a bank account responsibly can help you establish a positive banking relationship, which may be helpful if you apply for a loan in the future (e.g., when buying a car).

- You do not have to worry about cash being lost or stolen.
- You can easily save money for the future.

These are benefits you would not gain from a check-cashing service.

What questions do you have about the difference between the costs of using a bank versus a check-cashing service?



Slide 14: Savings Accounts

Savings Accounts

A savings account is a safe place for you to save money. You generally will be paid interest on the money in your savings account. You generally cannot write checks on a savings account.

- You can often open a savings account with a few dollars, but you might pay a monthly fee if the balance is below a certain amount.
- You can keep track of your account balance by reviewing the account statement.

Interest

One of the advantages of having a deposit account is the interest you earn. Interest is a percentage of your balance that the bank pays you for keeping your money at that bank (if the account pays interest). Most saving accounts pay interest.

It is less common for checking accounts to pay interest, but some may. I am going to give you \$1.00 to put in your account, or your envelope, which represents your account earning interest.

What is your new balance?

Description	+/-	Balance
Opening Balance	+\$100.00	\$100.00
Withdrawal	-\$20.00	\$80.00


Fees	-\$4.00	\$76.00
Interest	+\$1.00	\$77.00

What questions do you have about how we got the answer?

What questions do you have about deposit accounts? Now we will look at non-deposit accounts.

Non-Deposit Accounts

- Examples: stocks, bonds, and mutual funds
- These products are not insured by the FDIC and you could lose some or all of the money that you invest in these products.



Slide 15: Non-Deposit Accounts

Non-deposit Accounts

Many banks also offer non-deposit accounts or products that are not insured by the FDIC.

- Stocks, bonds, and mutual funds are examples of non-deposit investment products.
- These carry some level of risk, meaning that you could lose some or all of the money that you invest in these products.

Bank personnel should provide a written explanation that these products are not insured by the FDIC and may lose value. It is important to understand these products and services before you buy them. You can find out more about non-deposit products through your bank.



What questions do you have about deposit and non-deposit accounts?

5 minutes ATM and Debit Cards




When you open an account, you will probably be given the option to have an ATM card or a debit card. Both types of cards give you access to your account funds when you need them.

An ATM card allows you to make deposits to and withdrawals from checking and savings. You can usually check your account balance, print statements, and transfer funds between accounts. Some ATM cards can even be used in stores that accept ATM cards in your bank’s network. This type of card works just like a

ATM and Debit Cards

- ATM cards: can be used at ATMs and some stores
- Debit cards: can be used anywhere major payments systems (e.g., VISA and MasterCard) are accepted
- Stored value cards: are not linked to your bank account



Slide 16: ATM and Debit Cards

debit card, but it is not as widely available.

A debit card, also known as a check card, usually displays a MasterCard or VISA logo. It has all the functions of an ATM card, plus it allows you to pay for goods and services at locations that accept MasterCard or VISA credit cards. It looks like a credit card but it is not. Your purchases are immediately withdrawn from your account.

When you use a debit card to make a purchase, the retailer may ask you to choose whether to process the transaction as a “debit” transaction, where you input your Personal Identification Number (PIN), or a “credit” transaction, where you sign a receipt in place of entering your PIN. Either way, expect the amount of the purchase to be debited from your checking account immediately. Check with your bank to find out whether there are any fees (or incentives) for credit transactions versus debit transactions.

Another kind of card that can be confused with ATM or debit cards is a stored value (or prepaid) card. Stored value cards often have the logo of one of the major payments systems (e.g., American Express, Discover, MasterCard, or Visa) on the card. These branded cards can be used at any merchant or ATM that accepts cards issued through their respective network to pay for goods or services. These cards do not link to your bank account. Therefore, money must be loaded onto these cards, and the value on the card goes down with each purchase.

Common types of stored value cards include:

- *General purpose cards* purchased from retailers. Some come with a set value, while others require you to “load” (add) money to the card after obtaining it.
- *Gift cards* purchased in fixed amounts. Unlike most other stored value cards, these often can only be redeemed for purchases from particular stores or

restaurants.

Other types of stored value cards include:

- *Payroll cards* used by an employer to pay wages instead of giving you a paper paycheck. Payroll cards are different from other types of stored value cards because you do not need to purchase them or pay activation fees since your employer provides the card.
- *Government disbursement cards* provided by government agencies to pay benefits (e.g., unemployment benefits or Social Security).

10-15 minutes Additional Banking Services



Slide 17: Additional Banking Services

Banks provide additional services with some deposit accounts, and may charge a fee for these services. It is important to keep track of the fees charged, if any.

The following are common services that banks offer:

- | | |
|--------------------------------|----------------------|
| • Direct deposit | • Money transfers |
| • Money orders | • Debit cards |
| • Telephone and online banking | • Stored value cards |
| • ATMs | • Loans |
| | • Remittances |



Slide 18: Activity 3

Activity 3: Additional Banking Services

You may not know what each of these terms mean, but let us see if you can match the name of the service with the correct description.

Read the description of each service. Choose the banking service that matches it, and fill in the blank with the name of the banking service. It is okay if you are not sure about some of your responses. We will review the answers when you have finished.

Refer students to Activity 3: Additional Banking Services on page 17 of their Participant Guide. Have students work as a class, in small groups, or individually. Review the answers.

1. A method of electronically transferring money from one bank to another. *Answer: Money transfer. A wire transfer is a form of money transfer from one bank to another. Most United States (U.S.) banks can send money to international banks.*
2. A specific type of money transfer that goes to a bank or a person in another country. *Answer: Remittance. Ask about the currency exchange rate and fees charged by the banks sending or receiving the remittance.*
3. A kiosk or terminal where you can deposit, withdraw, or transfer money from one account to another 24 hours a day. *Answer: ATM. A fee may be involved for some ATM services.*
4. You place a call to check your account balance. *Answer: Telephone banking. Telephone banking allows you to:*
 - *Check account balances*
 - *Transfer money between accounts*
 - *Obtain account history (e.g., most recent deposits or withdrawals)*
 - *Stop payment on a check*
 - *Obtain information on branch hours or other information*
 - *Report a lost, stolen, or damaged card*
5. This service allows you to check your account balance on the computer. It may also include the ability to pay bills and transfer funds between accounts. *Answer: Online banking. You may be able to access your checking account from a computer. Most banks provide this service for free, while others charge a fee. When you open your checking account, ask your bank what online services it provides.*

6. This service is used like a check to pay a bill. *Answer: Money order. A money order is similar to a check. It is used to pay bills or make purchases when cash is not accepted. Many businesses sell money orders for a fee. Shop around for the best price.*

7. One method your employer or a government agency might choose to issue your paycheck or benefits check. *Answer: Direct deposit. With direct deposit, your paycheck or benefit check is electronically transferred and directly deposited into your account. The amount of money is immediately available. Some banks will waive monthly fees if direct deposit is used.*

8. Money you borrow from a bank with a written promise to pay it back later. *Answer: Loan. Banks charge you fees and interest on loans. Interest is the money you pay to borrow money, and it is added to the total amount you must pay back. You can talk to the customer service representative for more information about loans offered at a bank.*

9. When you use this card to buy something from a store or another business, the money comes out of your bank account immediately. *Answer: Debit card. A debit card is a plastic card sometimes called a check card. The debit card usually has a MasterCard or Visa logo and a magnetic strip on the back. The card is tied to your checking account and allows you to pay for goods and services at stores and other businesses that accept MasterCard, Visa, and other credit cards.*

10. A card onto which you can load money to be used for future purchases. *Answer: Stored value card. Stored value (or prepaid) cards come in several varieties that enable you to pay for goods or services. Some cards may be purchased with a value of \$0.00 and you can add a desired amount.*



Others may be purchased with a set value (e.g., \$25.00 or \$50.00). Generally, you can reload money to, and increase the value of, the card so you can continue to make purchases.

What questions do you have about additional banking services?

Let us talk briefly about protecting your financial information.

5 minutes Privacy Notices and Opting Out



Privacy Notices and Opting Out

- Privacy notices explain how your information is handled and shared.
- Opt out options:
 - Review privacy notices and opt out options
 - Tell the credit reporting agencies not to share your information
 - Call 1-888-5-OPTOUT (567-8688)
 - Visit www.optoutprescreen.com



Slide 19: Privacy Notices and Opting Out

Your Information is Private

Privacy notices explain how financial institutions and companies handle and share your personal financial information. They explain what information can be collected and how you can possibly limit your information from being shared with others.

Privacy notices also explain how your personal financial information is protected. You will receive an initial privacy notice when you open an account and then every year thereafter.

Federal law requires financial institutions to keep your personal financial information private. The general public does not have access to your personal financial information. Federal privacy laws give you the right to stop or “opt out” of some sharing of your personal financial information.

Opting Out

If you prefer to limit the promotions you receive, or if you do not want marketers and others to have your personal financial information, you must:

1. Review the privacy notice to determine whether the company shares information with others, and if so, how you can opt out.
2. Tell the credit reporting agencies not to share your information with lenders and insurers who use the

information to decide whether to send you unsolicited offers of credit or insurance.

You can also opt out of receiving prescreened offers by:

- Calling **1-888-5-OPTOUT (567-8688)**
- Visiting www.optoutprescreen.com

If you opt out, you limit the extent to which the company can provide your personal financial information to non-affiliates, or groups outside of the company.

You cannot opt out and completely stop the flow of all your personal financial information. The law permits financial companies to share certain information about you without giving you the right to opt out. Among other things, your financial company can provide to non-affiliates:

- Information about you to firms that help promote and market the company's own products or products offered under a joint agreement between two financial companies
- Records of your transactions, including your loan payments and credit card or debit card purchases, to firms that provide data processing and mailing services for your company
- Information about you in response to a court order
- Your payment history on loans and credit cards to credit reporting agencies



What questions do you have about privacy notices and opting out?

Let us talk briefly about protecting yourself from identity theft.

15 minutes Protecting Yourself from Identity Theft



Slide 20: Identity Theft: Protect Yourself

Identity Theft

There is only one you. DNA analysis can even prove it scientifically. Even so, with enough information about you, a crafty criminal may be able to steal personal information (e.g., your SSN, birth date, or credit card numbers) and use your identity to commit fraud or other crimes.

Identity theft is a serious problem. Here is why:

- Despite the efforts of law enforcement, identity theft is becoming more sophisticated and the number of new victims is growing.
- If the crime is not detected early, you may face months or years cleaning up the damage to your reputation and credit rating. You may even lose out on loans, jobs, and other opportunities.

Common Forms of Identity Theft

Phishing and pharming are common forms of identity theft.

Phishing is when criminals:

- Send out unsolicited emails that appear to be from a legitimate source: perhaps from your bank, school, well-known merchants, your Internet service provider, or even a trusted government agency (e.g., the FDIC)
- Attempt to trick you into divulging personal information

Pharming is similar to email phishing as follows:

- Criminals seek to obtain personal or private information by making fake websites appear legitimate
- Your browser will even show that you are at the correct website
- This makes pharming more difficult to detect than phishing

Also be careful of skimming. This is when criminals steal credit/debit card numbers by using a special storage device when processing your card.

Online Shopping Security

Some people think online shopping is the best way to shop. Others do not trust it because they are afraid their credit card numbers or other information will be stolen.

Here are a couple of tips to help you do business safely online:

1. Make sure the Internet site is secure before you use your credit card or enter personal information. Most web browsers will have a symbol (e.g., padlock) to identify whether the site is secure.
2. When shopping online, deal with reputable merchants and be wary of unbelievably low prices. If you are uncertain about an online merchant, check with the Better Business Bureau Online (www.bbbonline.com). You can also search online for complaints about the business.



Identity Theft Tips

Criminals target young people like you even if you are too young to have a checking account or credit card. They can use your name, address, and SSN to open accounts.

While we do not want to scare you, we do want to help you protect yourself from identity theft.

What are some steps you can take to avoid identity theft?

Write responses on chart paper. Compare the responses with the following tips.

- **Protect your Social Security number, credit or debit card numbers, PINs, passwords, or any other confidential information and never give them out in response to an unsolicited email, text message, or**

phone call, regardless of who the source supposedly is. Legitimate organizations would not ask you for these details because they already have the necessary information, or can obtain it in other ways. Do not respond to these calls, emails, or advertisements.

- **Ignore online 'friend' invitations from people you do not know because they may be covers for fraud artists.** Be careful about the profile and contact information you post on social-networking and employment-related websites because in the wrong hands it can lead to identity theft and other crimes.
- **Protect your computer.** For example, install a free or low-cost firewall to stop intruders from gaining remote access to your personal computer (PC). Download and frequently update security patches offered by your operating system and software vendors to correct weaknesses that a hacker might exploit. Use passwords that will be hard for hackers to guess. For example, use a mix of numbers, symbols, and letters instead of easily guessed words. Also, shut down your PC when you are not using it. For practical tips to help you guard against Internet fraud, secure your computer and protect your personal information visit www.OnGuardOnline.gov.
- **Guard your mail,** both your outgoing mail (by depositing letters in locked mailboxes or at the post office) and your incoming mail (pick up your mail as soon as possible or use a locked mailbox).
- **Keep your financial trash “clean.”** Shred old bank statements or other documents containing personal information before throwing them away. Before selling, donating, or disposing of a PC, use special software to completely erase files that contain financial records, tax returns, and other personal information.
- **Beware of offers that seem too good to be true.** Con artists often pose as charities or business people offering jobs, rewards, or other “opportunities.” Be extremely

suspicious of any offer that involves “easy money” or “quick fixes.” Be careful if you are being pressured to make a quick decision. Also beware of any transaction for which you receive a cashier’s check made out for more money than the amount due to you with a request to wire back the difference—you could lose a lot of money if the check is fraudulent.

- **Be alert to signs that require immediate attention.** These include bills that do not arrive as expected, unexpected credit cards or bank statements, and calls or letters about purchases you did not make.
- **Review your bank statements, bills, and credit report for suspicious activity.** Monitor your bank statements each month, and contact your financial institution immediately if you notice something suspicious (e.g., a missing payment or an unauthorized withdrawal). While federal and state laws may limit your losses if you are a victim of fraud or theft, to fully protect yourself, you need to report the problem quickly. Contact your institution if a bank statement or credit card bill does not arrive on time. Missing financially related mail could be a sign someone has stolen your mail and/or account information, and may have changed your mailing address to run up big bills in your name from another location. Review your credit report once a year—even if you do not have any loans or credit cards—to look for accounts or inquiries you did not authorize. If you suspect you are a victim of identity theft, contact your creditors immediately.



Activity 4: Identity Theft Tips

Read each scenario and answer the questions. Check the box of the correct answer.

1. You answer the phone one evening at home. The voice on the other end is offering a free weekend trip to a ski resort, but to get your coupon you must give a credit



Slide 21: Activity 4
Refer students to Activity 4: Identity Theft Tips on page 22 of their Participant Guide.

- card number. It sounds like a great idea. Do you give the number?
- Yes! I need a vacation!
 - No way! They could use the number to commit fraud.
2. You receive an email from someone who says they are in your math class, but you do not know them. They say that they need to get on the school network to check homework, but they lost their password. They want to “borrow” yours. Should you give it to them?
 - Yes! We had homework tonight so it must be someone from class.
 - No way! It could be anybody trying to do damage to your login account.
 3. You call your bank to find out if a deposit was posted to your account. They ask you for your SSN to verify your identity. Do you give it to them, or hang up?
 - Give it to them. If you called the institution, you know it is legitimate and OK to give information to receive the service you need.
 - Hang up. You should never give out information over the phone.
 4. Your dad just paid all the family bills for the month. He hands you a stack of bill stubs and asks you to throw them away. Should you:
 - Trash them. You do not want to disobey your dad.
 - Ask him to borrow a pair of scissors to cut them up before you throw them away, so no one else can get his information from them.
 5. You receive a letter in the mail from a well-known credit card company. It says they are “concerned about recent activity on your account” and they want to protect their customers. But you have never had a credit card with

that particular company. There is a 1-800 number to call to speak with a fraud service representative. Should you call it?

- Yes, you should make sure that the number you are instructed to call is really the credit card company's phone number, and then call the phone number find out if it is true or not.
- No, they will ask for private information from you and you know not to give it out.

Did Someone Steal Your Information?

- File a report with the police as soon as possible
- Contact your bank as soon as possible
- Place a fraud alert on your credit report
- Contact the major check verification companies




Slide 22: Did Someone Steal Your Information?

Did Someone Steal Your Information?

No matter how carefully you protect yourself online, if your wallet or purse is stolen or someone obtains your personal information, you may become a victim of identity theft. Here is what to do if you lose your wallet or think you are a victim of identity theft:

- File a report with the police as soon as possible. Keep a copy of the report in case your bank or insurance company needs proof of the crime.
- Contact your bank as soon as possible. You may have to close your account, cancel your ATM or debit card, open a new account (checking and/or savings), and request a new ATM or debit card with a new number and password.
- Place a fraud alert on your credit report by calling any of the major credit reporting agencies:
 - **Equifax: 1-800-525-6285**
 - **TransUnion: 1-800-680-7289**
 - **Experian: 1-888-397-3742**
- Contact the major check verification companies to request that they notify all stores that use their databases to not accept your lost checks. You can also ask your bank to notify the check verification service with which it does business. Two of the check verification companies that accept reports of check fraud directly from consumers are:

- **TeleCheck: 1-800-366-2425**
- **Certegy: 1-800-437-5120**



For more information, visit the Federal Trade Commission (FTC) at <http://www.ftc.gov/idtheft/>.

What questions do you have about identity theft?

10 minutes Tour of a Bank



Important Bank Employees

Financial institutions have various employees to help you with different banking services. Understanding their roles helps you know who you should talk to when you go to the bank. While the exact job title of these employees varies from bank to bank, the job duties are similar. Some key bank employees to be familiar with are:

- Customer service representative
- Teller
- Loan officer
- Branch manager



Slide 23: Important Bank Employees



Slide 24: Activity 5
Refer students to Activity 5: Bank Employee Role Play on page 24 of their Participant Guide.

Activity 5: Bank Employee Role Play

Students will need The Bank Employee Role Play Script in their Participant Guide. Select 3 volunteers. Have each volunteer read the script for one of the bank employees. You can play the role of Customer Service Representative to demonstrate. Read the section below to the students and then begin the role play. Allow students 5 minutes for this activity.

As the **Customer Service Representative**, I can:

- Help you open your account
- Explain services
- Answer general questions
- Refer you to a person who can help you
- Provide written information explaining the bank

products

Hi, I am the teller. A **bank teller** will:

- Deposit your money for you
- Cash your checks
- Answer questions
- Refer you to the person who can help you with other bank services

Hi, I am the **loan officer**. If you need a loan, I can:

- Take applications for loans offered at the bank
- Answer questions
- Provide written information explaining loan products
- Help you fill out a loan application

Hi, I am the **branch manager**. I will:

- Supervise all the bank operations that take place at this branch
- Help fix the problems that other employees cannot solve

Key Things to Remember

- Ask for help; ask questions
- Do not sign anything you do not understand
- Ask for written information to take home to review
- Use the "Choosing a Bank and a Bank Account Checklist"




Slide 25: Key Things to Remember

Here are some key points to remember:

- Ask for help if you do not know whom to talk to at a bank.
- Ask questions until you are clear on all the information.
- Do not sign anything you do not understand.
- Ask for written information to take home to review.
- Use the **Choosing a Bank and a Bank Account Checklist** to help you choose a bank and the account that is right for you.



What questions do you have about the duties of the bank employees?

Let us review what you have learned.



5 minutes Module Summary



Share or have students read the comic strip on slide 26 or page 26 of their Participant Guide.

Jasmine and Ramón have learned many things about banking. What have you learned about banks and opening a bank account?



Have students complete the Knowledge Check and answer any final questions they have.



Now turn to page 27 in your Participant Guide. Complete the Knowledge Check and see what you have learned today.

What final questions do you have?

Congratulations! You have completed the *Bank On It* module. You learned about:

- Types of insured financial institutions
- Basic banking terms
- Opening and maintaining a bank account
- Differences between banks and check-cashing services
- Types of accounts
- Types of banking services
- Bank employees and their jobs

Slides 26-27: Module Summary
Review what was covered in the module, and student expectations listed at the beginning, to make sure all student questions have been covered.

You should now be able to take this information and begin using a bank.



Knowledge Check

1. Which of the following products are not FDIC insured?
 - a. Stocks and savings account
 - b. Savings and checking accounts
 - c. Stocks and mutual funds**
 - d. Checking account and mutual funds

2. Which type of financial institution requires you to be a member in order to keep your money there?
 - a. Banks and thrifts
 - b. Credit unions**
 - c. Money markets
 - d. Individual Retirement Accounts (IRAs)

3. What type of account is typically insured by the FDIC?
 - a. Deposit account**
 - b. Non-deposit investment

4. Deposit accounts generally offer which of the following banking services?
 - a. Direct deposit
 - b. Telephone and online banking
 - c. ATM and debit cards
 - d. All of the above**

5. A stored value card is a:
 - a. Card onto which you can load money to be used for future purchases**
 - b. Money transfer that goes to a bank or a person in another country
 - c. Document that is used like a check to pay a bill
 - d. Method of electronically transferring money from one bank to another

6. A _____ is the best person to help you deposit or withdraw money from your account.
- Customer service representative
 - Teller**
 - Loan officer
 - Branch manager
7. During account verification, the bank will:
- Withdraw money from your new account
 - Give you an account number
 - Ask you for ID**
 - Offer you a credit card
8. A debit card:
- Is used to make purchases at retail locations and ATM cash withdrawals**
 - Has a “buy now, pay later” feature, like credit cards
 - Is similar to a gift card from a retail store
9. Two types of non-deposit accounts are:
- Checking and savings
 - Money orders and ATMs
 - Stocks and bonds**
 - Overdraft protection and checking fees
10. Debit cards can be:
- A quick way to get a small loan
 - A way to delay having a purchase come out of your account
 - Paid off over time
 - Used at many retailers**
11. The five advantages of using a financial institution are safety, convenience, cost, security, and financial future.
- True**
 - False

12. Federal privacy laws give you the right to stop or “opt out” of some sharing of your personal financial information.
- a. **True**
 - b. False
13. How can you protect yourself from identity theft? Select all that apply.
- a. Keep a copy of your PIN in your wallet or purse should you forget the number
 - b. **Use secure mailboxes for incoming and outgoing mail**
 - c. **Review your bank statements regularly for any suspicious transactions**
 - d. Share personal information in response to an incoming call or email from a stranger

Glossary

Automated Teller Machine (ATM): A kiosk or terminal where you can deposit, withdraw, or transfer money from one account to another 24 hours a day.

Balance: The amount of money you have in your bank account.

Bank: A business that offers you a safe place to keep your money and uses your deposits to make loans. This business is also called a financial institution.

Bank Statement: A monthly record of the deposits and withdrawals made.

Checking Account: A bank account that lets you write checks to pay bills or to buy goods.

Credit Union: A non-profit financial institution owned by people who have something in common. You have to become a member of the credit union to keep your money there.

Deposit: Money you add to your bank account.

Deposit Account: A bank account that allows you to add money to the account.

Deposit Slip: A piece of paper that tells the bank how much money you are adding to your account.

Direct Deposit: One method your employer or a government agency might choose to give you your paycheck or benefits check.

Interest: A percentage of your balance that the bank pays you for keeping your money at that bank. Not all accounts pay interest.

Loan: Money you borrow from a bank with a written promise to pay it back later.

Minimum Balance: A certain balance that banks might require you to have to open an account, earn interest, or avoid fees.

Money Order: It is similar to a check. It is used to pay bills or make purchases when cash is not accepted.

Privacy Notice: A written explanation of how the company handles and shares your personal financial information.

Remittance: A money transfer that goes to a bank or a person in another country.

Savings Account: A bank account that earns interest.

Thrift: A financial institution that operates under federal and state laws and regulations. Thrifts make loans, pay checks, accept deposits, and provide other financial services.

Withdrawal: Money you take out of your bank account.

Wire Transfer: A form of money transfer from one bank to another.

For Further Information

Federal Deposit Insurance Corporation (FDIC)

www.fdic.gov/consumer

1-877-ASK-FDIC (275-3342)

Visit the FDIC's website for additional information and resources on consumer issues. For example, every issue of the quarterly *FDIC Consumer News* provides practical hints and guidance on how to become a smarter, safer user of financial services. Also, the FDIC's Consumer Response Center is responsible for:

- Investigating all types of consumer complaints about FDIC-supervised institutions
- Responding to consumer inquiries about consumer laws and regulations and banking practices

U.S. Financial Literacy and Education Commission

www.mymoney.gov

1-888-My-Money (696-6639)

MyMoney.gov is the U.S. Government's website dedicated to teaching all Americans about financial education. Whether you are planning to buy a home, balance your checkbook, or invest in your 401k the resources on MyMoney.gov can help you. Throughout the site you will find important information from federal agencies.

Federal Consumer Information Center

www.pueblo.gsa.gov

1-800-688-9889

The Federal Consumer Information Center (FCIC) provides free online consumer information to help the public. The FCIC produces the Consumer Action Handbook, which is designed to help citizens find the best sources for assistance with their consumer problems and questions.

Federal Trade Commission

www.ftc.gov/credit

1-877-FTC-HELP (382-4357)

The Federal Trade Commission (FTC) website offers practical information on a variety of consumer topics, including privacy, credit, and identity theft. The FTC also provides guidance and information on how to select a credit counselor.

Paper Money

Copy, cut, and put the following into envelopes so that each participant has a total of \$100.00:

Two \$20s = \$40.00 Four \$10s = \$40.00 Three \$5s = \$15.00 Five \$1s = \$5.00



