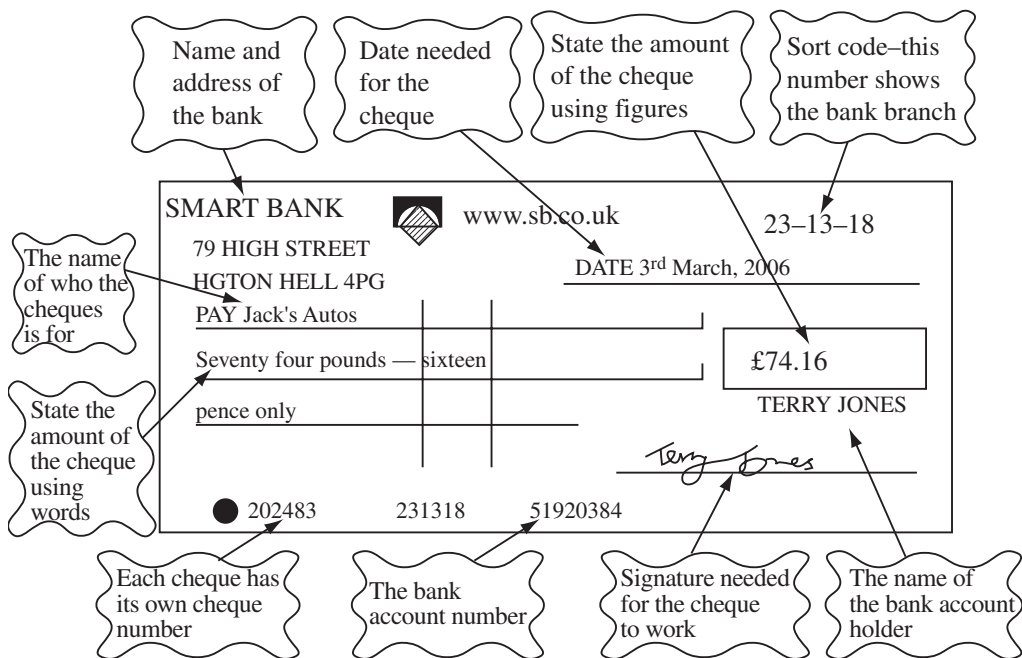


WATCH YOUR MONEY

Bank accounts 1.

Most people have an account with a bank or a building society. Money is kept safely in the bank. Bills can be paid directly from the bank or with a debit card. Cash can be withdrawn or cheques can be used.

Writing a cheque.



Note.

- the amount in words must match the amount in figures.
- the cheque must be used within six months of the date.
- if you make a mistake when filling out a cheque, you may correct it so long as you write your signature by the mistake.
- the bank will not pay the money for your cheque if you do not have enough money in your bank account.



Cheque guarantee card

Once you are over 18, your bank may allow you a cheque guarantee card. If the cheque guarantee card number is written on the back of the cheque, the bank will definitely pay the money (the maximum amount is usually £100).

Being overdrawn

If you spend more money than is in your bank account without arranging with the bank beforehand, you will go overdrawn. The bank will charge you extra money