

New Checking Account

Opening your own checking account can be exciting but it is also a big responsibility. At Lighthouse Bank, we want to take away the fears and help you manage your account effectively.

Opening a Checking Account

When you open a checking account, you will need to speak to a New Accounts Representative. The representative will ask you to complete a form, sign a signature card (which is an official record of your signature), and make a deposit for at least \$100.

Using Your Checking Account

Use neat handwriting to write the check. Write the date, amount, and payee clearly on the check. You will write the amount of your check in two places—once in figures (such as \$19.25) and once in words (nineteen dollars and 25/100).

Be sure to sign your name exactly as you did on your signature card. For example, if you signed your name as Jennifer A. Davidson on the signature card, you should sign it exactly that way on your checks.

Making a Deposit

You can deposit money into your account by coming into the bank or using the drive-through bank. Fill out a deposit slip with your name, account number, and the amount you are depositing. Give the deposit slip and the endorsed check to a teller who will record the deposit and give you a receipt.

You can also deposit a check through the mail. All you need to do is enclose a deposit slip and your endorsed check in a deposit envelope available at the bank and mail to:

Lighthouse Bank
Accounting Department
Box 875409
Superior, Wisconsin 54880

If you would like to learn more about other services available, contact **Student Name** at 715-555-2265.