# How to Withdraw Money from ATM Machine?

Automated Teller Machine (ATM) provides you with the flexibility to withdraw money at your convenient time from a particular designated location.

## Prerequisites

1. You need to have an active bank account with the bank which has issued an ATM.

2. You have an ATM card.

3. You have an active PIN to use your ATM card to withdraw money.

We often find this small cabin with a machine inside it called an Automated Teller Machine (ATM). The respective banks where we have our bank accounts provide us with an ATM cum debit card to withdraw cash easily from ATM.

While ATM has become a familiar term, the usage of this machine is still a confusing task for many.

![ATM Picture1](https://github.com/Manasi1920/Images.git/ATMPicture\_1.png)

\*\*Follow these steps:\*\*

\*\*Step 1: Insert ATM Card:\*\*

Insert your ATM Card in the ATM machine in the slot as marked in the above diagram.

\*\*Step 2: Select Language\*\*

Select your language from the language options appearing on the screen(shown in the diagram above).

\*\*Step 3: Enter 4-Digit ATM Pin\*\*

Use the Keypad(as marked in the diagram)to enter your 4 digit ATM Pin Number.

Do not ever share your ATM Pin with anyone. Ensure that nobody is watching you, while you enter the Pin.

Be careful while entering the Pin, as a wrong PIN may lead to the blockage of the ATM card.

\*\*Step 4: Select the type of Transaction:\*\*

In the ATM screen, you will be able to see different types of transaction options such as Deposit, Transfer, Withdrawal of Money etc.

For cash withdrawal, you will have to select Withdrawal Option.

\*\*Step 5: Select the Type of Account:\*\*

After selecting the withdrawal option , the screen will display different account types, select your account type.

\*\*Step 6: Enter the withdrawal amount:\*\*

Now, enter your withdrawal amount.

Make sure that you do not enter a withdrawal amount more than the balance in your account.

Now press enter.

\*\*Step 7: Collect the Cash:\*\*

Now collect the cash from the lower slot of the machine (as shown in the picture above)

\*\*Step 8: Take a printed receipt , if needed\*\*

After you collect the cash, you will get an option of whatever you want a printed receipt of the transaction.If you want a printed receipt, click yes and close the transaction.

\*\*Step 9: Another Transaction :\*\*

If you want to undertake another transaction then select that option.

Withdrawals from an ATM card debit amount from your existing bank account (either savings or current), so when you wish to withdraw, ensure that you have sufficient balance in the account.

![Image](https://github.com/Manasi1920/Images.git/ATMPicture\_2.png)