

Banking Tools Reference Guide

This guide provides detailed information about various banking tools, their features, advantages, disadvantages, and security considerations. Use this reference to help you select the most appropriate banking tools for your specific financial needs.

What They Are

Checks are written orders that instruct your bank to pay a specific amount of money to a person or organization. They are drawn against funds in your checking account.

Key Features

- **Physical documentation** of payment
- **No electronic device** required to use
- **Easily trackable** through check number and register
- **Valid for 6 months** (180 days) after the date written
- **Can be used** for mail payments
- **Often accepted** for rent, utilities, and other bill payments

Parts of a Check

1. **Your information** (name and address, pre-printed)
2. **Date line** - When you write the check
3. **Payee line** - Who you're paying ("Pay to the order of")
4. **Amount box** - Numerical amount (\$XX.XX)
5. **Amount line** - Written amount (Twenty dollars and 00/100)
6. **Memo line** - Optional note about purpose of payment
7. **Signature line** - Your signature to authorize payment
8. **Bank information** (routing number and account number)
9. **Check number** - For tracking purposes

Advantages

- Provides paper record of payment
- Doesn't require technology to use
- Can be mailed
- Can be used when merchant doesn't accept cards
- Easier to track with check numbers

Disadvantages

- Slower processing time
- Can be lost or stolen
- Must be carried or ordered
- Check order fees may apply
- Not widely accepted at retail locations

- Often preferred for security deposits and rent
- May bounce if you forget to record a payment

Security Tips

- Always use pen (not pencil) when writing checks
- Draw a line after the payee name and amount to prevent alterations
- Never sign blank checks
- Store checkbooks in a secure location
- Record all checks immediately in your check register
- Review bank statements promptly to verify all checks cleared for the correct amount

What They Are

Debit cards are payment cards that deduct money directly from your checking account when making purchases or withdrawing cash. They typically carry a Visa or Mastercard logo and can be used anywhere these cards are accepted.

Key Features

- **Immediate access** to checking account funds
- **Can be used** for in-person, online, and phone purchases
- **PIN or signature** authorization options
- **Daily spending** and withdrawal limits for security
- **EMV chip technology** for enhanced security
- **Contactless payment** options on newer cards
- **ATM access** for cash withdrawals and deposits
- **Digital wallet** compatibility (Apple Pay, Google Pay, etc.)

Transaction Types

- **PIN transactions** - Processed through debit networks, usually settle immediately
- **Signature transactions** - Processed through credit card networks, may take 1-3 days to settle
- **Online transactions** - Usually processed as signature/credit transactions
- **ATM transactions** - Using PIN for withdrawals, deposits, or balance inquiries

Advantages

- Widely accepted worldwide
- Convenient and fast transactions
- No need to carry cash
- Enables online shopping
- Typically no fees for purchases
- ATM access for cash withdrawals
- Digital transaction records for easy tracking

Disadvantages

- Limited fraud protection compared to credit cards
- Can lead to overdrafts if not properly tracked
- Some transactions place holds on funds
- ATM fees for out-of-network withdrawals

- Daily spending limits may restrict large purchases
- No ability to build credit history

Security Tips

- Never share your PIN with anyone
- Shield the keypad when entering your PIN
- Set up account alerts for large transactions
- Monitor your account regularly for unauthorized transactions
- Report lost or stolen cards immediately
- Use secure, trusted websites for online purchases
- Consider using mobile payment apps for enhanced security

What They Are

ATMs are self-service banking terminals that allow customers to perform basic financial transactions without the need for a bank teller or branch visit.

Key Features

- **24/7 access** to banking services
- **Cash withdrawals** from checking or savings accounts
- **Deposits** (cash or checks at many ATMs)
- **Balance inquiries** and account information
- **Fund transfers** between linked accounts
- **Bill payments** (at some advanced ATMs)
- **PIN-based security** for account access

ATM Networks

ATMs belong to networks that determine fees and access:

- **Bank-owned ATMs** - Typically free for that bank's customers
- **Partner network ATMs** - May be free based on bank agreements
- **Out-of-network ATMs** - Usually charge fees from both the ATM owner and your bank
- **International ATMs** - Additional fees and currency conversion charges may apply

Advantages

- Convenient 24/7 access to cash
- No need to visit a bank branch
- Quick access to account information
- Deposit capabilities at many ATMs
- Widely available in many locations
- Multiple language options

Disadvantages

- Fees for out-of-network ATM use
- Daily withdrawal limits
- Potential security risks (skimming, shoulder surfing)
- Limited services compared to bank branches
- Some locations may have reduced hours
- Deposits may not be immediately available



Security Tips

- Use ATMs in well-lit, public locations
- Cover the keypad when entering your PIN
- Check for suspicious devices or attachments on the ATM
- Be aware of your surroundings and anyone standing too close
- Take your receipt (or select "no receipt") to protect your information
- Count your money discreetly after withdrawing
- Report any issues immediately to your bank

What It Is

Online and mobile banking allows customers to access their accounts and conduct financial transactions through a website or smartphone app without visiting a physical bank branch.

Key Features

- **24/7 account access** from anywhere with internet connectivity
- **Account monitoring** with real-time balance and transaction information
- **Fund transfers** between accounts and to other people
- **Bill payment** services for one-time or recurring payments
- **Mobile check deposit** using your smartphone camera
- **Account alerts** for low balances, large transactions, etc.
- **Budgeting tools** and spending categorization
- **Statement download** and account history access
- **Customer service** via secure messaging
- **Multi-factor authentication** for enhanced security

Common Functions

- **View balances and transactions** across all accounts
- **Transfer money** between your accounts
- **Send money to others** using Zelle, Venmo, or similar services
- **Pay bills** to companies or individuals
- **Deposit checks** by taking photos with your smartphone
- **Set up alerts** for account activity
- **Download statements** and tax documents
- **Locate ATMs** and branches
- **Manage account preferences** and settings
- **Apply for loans** or new accounts

Advantages

- 24/7 convenience from anywhere

Disadvantages

- Requires internet connection

- No need to visit physical branches
- Real-time transaction monitoring
- Fast and easy fund transfers
- Time-saving features like mobile deposit
- Paperless statement options
- Better tracking of spending habits
- No waiting in line or for business hours
- Potential security concerns
- May have limits on transaction amounts
- No personal relationship with bankers
- Cannot deposit cash through mobile banking
- Technical issues can disrupt access
- Less suitable for complex transactions

Security Tips

- Use strong, unique passwords for your banking login
- Enable two-factor authentication when available
- Never access banking on public or unsecured Wi-Fi
- Keep your device software and banking apps updated
- Log out completely after each session
- Set up account alerts for unusual activity
- Never share login credentials or verification codes
- Be cautious of phishing emails or texts claiming to be from your bank
- Use official banking apps from authorized app stores

Banking Fee Comparison

Fee Type	Typical Cost	How to Avoid
Monthly Maintenance Fee	\$5-15 per month	<ul style="list-style-type: none">• Maintain minimum balance requirements• Set up direct deposit• Choose a no-fee checking account• Use student or senior accounts when eligible

Overdraft Fee	\$30-37 per occurrence	<ul style="list-style-type: none"> • Track your balance carefully • Set up low balance alerts • Link to a savings account for overdraft protection • Opt out of overdraft coverage for debit card transactions
Out-of-Network ATM Fee	\$2-3 (your bank) + \$2-5 (ATM owner)	<ul style="list-style-type: none"> • Use only your bank's ATMs or partner networks • Use cash back at stores when making purchases • Choose a bank that reimburses ATM fees • Plan cash withdrawals in advance
Paper Statement Fee	\$1-5 per month	<ul style="list-style-type: none"> • Enroll in paperless statements • Use online banking to view statements • Download and save PDF statements if you need records
Returned Check Fee	\$25-35 per check	<ul style="list-style-type: none"> • Ensure sufficient funds before writing checks • Verify deposits have cleared before writing checks against them • Use online bill pay instead of checks when possible
Debit Card Replacement Fee	\$5-25 per card	<ul style="list-style-type: none"> • Store your card securely • Some banks waive the first replacement • Choose accounts with no replacement fees

Wire Transfer Fee	\$15-30 domestic, \$35-50 international	<ul style="list-style-type: none">• Use free transfer alternatives (ACH, Zelle, etc.)• Compare fees across institutions• Bundle with other services for potential discounts
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Choosing the Right Banking Tool for Different Situations

Situation	Recommended Tool	Why It's Best
Paying rent	Check or online bill pay	Provides proof of payment, widely accepted by landlords, and creates a paper trail
Everyday purchases	Debit card	Convenient, widely accepted, immediate transaction recording, no need to carry cash
Splitting a restaurant bill	Mobile payment apps (Venmo, Zelle)	Instant transfers, easy to calculate and split amounts, no fees for basic transfers
Paying utilities	Online bill pay	Scheduled recurring payments, digital records, often fee-free, saves time and postage
Needing cash quickly	ATM	24/7 access, widely available, immediate cash disbursement
Sending money to family	Online transfer or mobile banking	Quick, often free between accounts at same bank, convenient for both parties
Paying for online purchase	Debit card (or credit card for added protection)	Widely accepted, convenient, digital record of transaction
Depositing a check	Mobile deposit or ATM	Convenient, no need to visit branch, often available immediately
Tracking spending	Online/mobile banking with budgeting tools	Real-time updates, categorization features, spending insights, export

Final Considerations

When selecting banking tools, consider:

- **Your personal preferences** - Digital or traditional approaches
- **Fee structures** - Choose tools that minimize unnecessary costs
- **Security needs** - Balance convenience with appropriate security
- **Transaction habits** - Frequency, type, and amount of transactions
- **Record-keeping requirements** - What documentation you need

The most effective approach often combines multiple banking tools used strategically for different purposes.