Task Title: Paying Bills by Cheque

OALCF Cover Sheet – Practitioner Copy

Learner Name: ____

Date Started: ____

Date Completed: ____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ■

Task Description: The learner will practise writing cheques and addressing envelopes to pay bills.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

- Pen
- 3 cheques and 3 envelopes (if learner is doing taskset using their own bills)

Notes for Practitioners/Instructors

For this taskset, three sample bills are provided as well as templates for an envelope to be addressed and cheques to be filled out. Alternatively, the learner may wish to bring in their own bills, cheques and envelopes to complete this assignment.

The sample bills can be modified beforehand with current dates and learner name/address for authenticity.

Learner Information

Many people mail cheques to pay their bills. This requires you to properly interpret the bill, then fill out a cheque and address an envelope.

Scan

- Sample Bill #1
- Sample Bill #2
- Sample Bill #3
- Sample Envelope
- Sample Cheque

Sample Bill #1

B & J PLUMBING	44 Bolton Road Anytown, ON K1P 2O3 715-854-8201	**Date December 11, 2024** **Invoice # 68411**	
Sold To:			
1	Replacement hose for Washing machine Labour Total parts and labour HST	$ 12.03 $ 30.00	 $ 42.03 $ 5.46
Net: 30 days Please write invoice number on front of cheque.		**TOTAL**	$47.49

Payment Stub *(cut along dotted line and include with your payment)*

B & J Plumbing

44 Bolton Road
Anytown, ON
K1P 2O3

715-854-8201

Sold To:	**Invoice # 68411**
Payment Amount:	**Date:**

Sample Bill #2

Hydro Ontario	**Your account number** 08975-11231
Electricity bill for: (Learner's name & address)	**Date: January 1 2024**

Here's what you owe

Amount of your last bill	$200.12
Amount we received	- $200.12
Balance forward	$ 0.00
Your new charges	$132.33
Total amount now due	**$132.33**

A penalty will apply for accounts overdue.

Please tear off bottom portion and include with payment.

Account number: 08975-11231 Name:______________________________

Send payment to: Amount enclosed: ___________________

Hydro Ontario, Box 93,

Toronto ON R6M 9E2

Sample Bill #3

THE CITY OF OVERLEA

Water Billing
P.O. Box 378
Overlea, ON K4X 3H7

Account Number. Z00068 B

Water charges	$45.00
Sewer charges	0.00
Miscellaneous	0.00
TOTAL BILL	**$45.00**

Due date: January 1 2025

Payment after due date: $47.25

Please write account number on front of cheque

THE CITY OF OVERLEA
Water Billing Dept.

Payment Portion

P.O. Box 378
Overlea, ON K4X 3H7

Account Number

Z00068 B

Amount Paid: ___________

Date: __________________

Sample Envelope

____
____
____

____
____
____

Sample Cheque

______________________ Cheque no 0001
____
______________________ Date: ________________

Pay to the Order of____$____________

Royal Bank of Canada
Angus Branch
3 Church Street
Angus, Ontario L0N 1B0

Memo ____________________________________ ______________________________________

Work Sheet

Task 1: Write down the following information for each bill:

- **Who the bill is from**
- **When the bill is due**
- **How much money is owed**
- **Any special instructions given.**

Answer:

Task 2: Using today's date and information from the bills, fill out 3 cheques, one for each bill to be paid.

Answer:

____________________ Cheque no 0001
____
____________________ Date: _______________

Pay to the Order of____$____________

Royal Bank of Canada
Angus Branch
3 Church Street
Angus, Ontario L0N 1B0

Memo __________________________________ __________________________________

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____

____

Cheque no 0002

Date: ________________

Pay to the Order of____$____________

Royal Bank of Canada
Angus Branch
3 Church Street
Angus, Ontario L0N 1B0

Memo ____________________________________ ____________________________________

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____

Cheque no 0003

Date: ________________

Pay to the Order of____$____________

Royal Bank of Canada
Angus Branch
3 Church Street
Angus, Ontario L0N 1B0

Memo ____________________________________ ____________________________________

Task 3: Using the sample envelope provided, prepare an envelope to mail each cheque.

Answer: See next page

Answers

Task 1: Write down the following information for each bill:

- **Who the bill is from**
- **When the bill is due**
- **How much money is owed**
- **Any special instructions given.**

Answer:

BILL #1 - B&J Plumbing; due 30 days after invoice (January 31, 2024, as invoice is January 1, 2024); $47.49; invoice number must be written on front of cheque and payment stub must be included with payment

BILL#2 – Hydro Ontario; due now; $132.33; include bottom portion with payment

BILL #3 – The City of Overlea (Water billing); January 1, 2025; $45 if paid by due date; write account number on front of cheque

Tasks 2 and 3:

Answers will vary as the learner's name and address will be included on all cheques and envelopes. Ensure that all information on cheques and envelopes matches what is on either the sample bills or the actual bills the learner has used for this task. Writing should be clear and legible, and all information should be written in the correct location.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print): ____________________

Learner (print): ____________________