Task-Based Activities

QUILL Learning Network

Task Title: Completing a Bank Deposit Form

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learner will complete a bank deposit form on behalf of a workplace.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

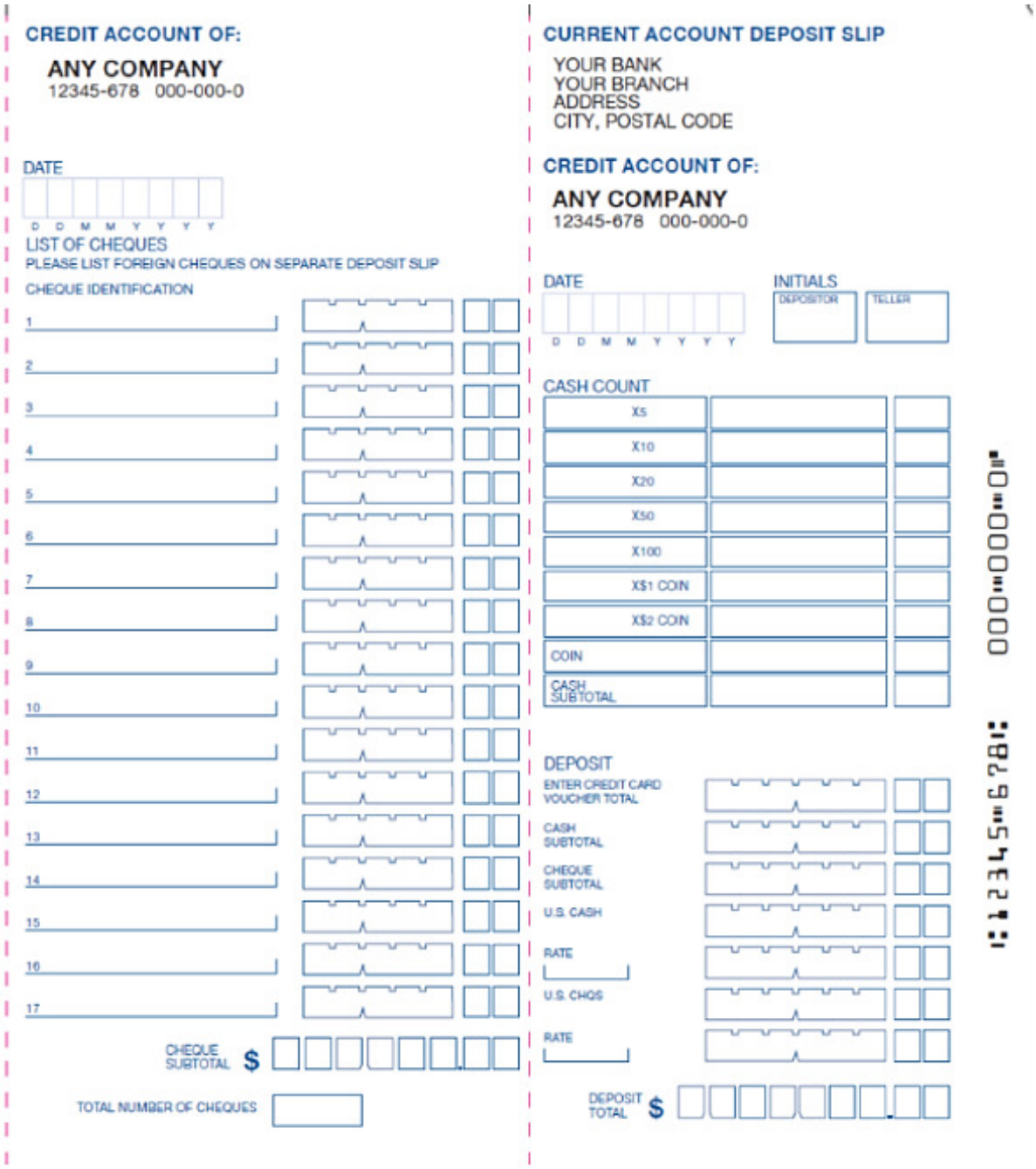
- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Learner Information

Many workplaces make daily or weekly deposits at a credit union or bank. A deposit form/slip needs to be carefully filled out in advance.

Review the blank "Account Deposit Slip" for *Any Company*.

Account Deposit Slip



CREDIT ACCOUNT OF:

ANY COMPANY
12345-678 000-000-0

DATE
D D M M Y Y Y Y

LIST OF CHEQUES
PLEASE LIST FOREIGN CHEQUES ON SEPARATE DEPOSIT SLIP

CHEQUE IDENTIFICATION

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

CHEQUE SUBTOTAL $

TOTAL NUMBER OF CHEQUES

CURRENT ACCOUNT DEPOSIT SLIP

YOUR BANK
YOUR BRANCH
ADDRESS
CITY, POSTAL CODE

CREDIT ACCOUNT OF:

ANY COMPANY
12345-678 000-000-0

DATE
D D M M Y Y Y Y

INITIALS
DEPOSITOR
TELLER

CASH COUNT

X5		
X10		
X20		
X50		
X100		
X$1 COIN		
X$2 COIN		
COIN		
CASH SUBTOTAL		

DEPOSIT

ENTER CREDIT CARD VOUCHER TOTAL		
CASH SUBTOTAL		
CHEQUE SUBTOTAL		
U.S. CASH		
RATE		
U.S. CHQS		
RATE		

DEPOSIT TOTAL $

⑆12345⑈678⑆ 000⑈000⑈0⑈

Work Sheet

Task 1: Complete the deposit slip using the following information:

- **Date: September 22 2024**
- **Depositor Name: Abir Bahir**
- **Cheque: Joanna Smith $53.00**
- **Cheque: Michael Johnson $82.50**
- **Cash:**
  - **28 Loonies**
  - **61 Toonies**
  - **25 - $5**
  - **36 - $10**
  - **121 - $20**
  - **3 - $50**
  - **1 - $100**

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 2: Calculate the total deposited and fill in the form.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐