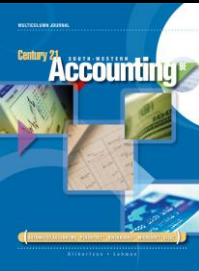


LESSON 12-4

Preparing Payroll Checks



PAYROLL BANK ACCOUNT

1

2

<p>No. 312</p> <p>Date <u>12/15 20</u> -- \$ <u>4,609.46</u></p> <p>To <u>Payroll Account</u> <u>006863274</u></p> <p>For <u>Payroll for December 1-15</u></p>	<p>GENERAL ACCOUNT</p> <p>Hobby Shack</p> <p>Pay to the order of <u>Payroll Account 006863274</u> \$ <u>4,609.46</u></p> <p><u>Four thousand six hundred nine and ⁴⁶/₁₀₀</u> Dollars</p> <p>FOR CLASSROOM USE ONLY</p> <p>FIRST SECURITY BANK Atlanta, GA 30306-2116</p> <p>⑆06 1003 114⑆ 006 863 274⑆</p>	<p>No. 312</p> <p style="text-align: right;">66-311 610</p> <p style="text-align: right;"><u>December 15,</u> 20 --</p> <p style="text-align: right;"><u>Janice Kellogg</u></p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Bal. Bro't For'd</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: right;">31,652</td> <td style="width: 15%; text-align: right;">50</td> </tr> <tr> <td>Amt. Deposited</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">31,652</td> <td style="text-align: right;">50</td> </tr> <tr> <td>Amt. This Check</td> <td></td> <td style="text-align: right;">4,609</td> <td style="text-align: right;">46</td> </tr> <tr> <td>Bal. Car'd For'd</td> <td></td> <td style="text-align: right;">27,043</td> <td style="text-align: right;">04</td> </tr> </table>	Bal. Bro't For'd		31,652	50	Amt. Deposited				Total		31,652	50	Amt. This Check		4,609	46	Bal. Car'd For'd		27,043	04		
Bal. Bro't For'd		31,652	50																			
Amt. Deposited																						
Total		31,652	50																			
Amt. This Check		4,609	46																			
Bal. Car'd For'd		27,043	04																			

1. Prepare the check stub.
2. Prepare the check.

EMPLOYEE'S PAYROLL CHECK

page 357

Check No. 486		PAYROLL ACCOUNT		66-311	
PERIOD ENDING	12 15 20--		December 15,	20 --	610
EARNINGS	\$ 1,137.00				No. 486
REG.	\$ 1,056.00	Pay to the	order of <u>Rick E. Selby</u>		\$ 942.02
O.T.	\$ 81.00				
DEDUCTIONS	\$ 194.98		<u>Nine hundred forty-two and ⁰²/₁₀₀</u> Dollars		
INC. TAX	\$ 28.00		FOR CLASSROOM USE ONLY		
SOC. SEC. TAX	\$ 70.49	FIRST SECURITY BANK			Hobby Shack
MED. TAX	\$ 16.49	Atlanta, GA 30306-2116			<u>Janice Kellogg</u>
HEALTH INS.	\$ 60.00				
OTHER	\$ ^{B 10.00} <u>GW 10.00</u>				
NET PAY	\$ 942.02				
				⑆06 1003 114⑆ 006 863 2 74⑆	

1. Prepare the check stub of each employee's payroll check.
2. Prepare each employee's payroll check.