

Name: _____

Date Started: _____ Date Completed: _____ Score: _____

Learning Activity Sheet

Filling Out Forms

A. Identify the kind of form based on the given definitions. Write the answers on the blank provided.

- _____ 1. It is an information sheet used in school.
- _____ 2. It is used to get information from applicants.
- _____ 3. It is used when entering a contest or competition.
- _____ 4. It is used when you want to add money to your bank account.
- _____ 5. It is used when you want to get money from your bank account.

B. Analyze and answer the given forms. Fill out the deposit and withdrawal slips accurately with the given information.

For the Deposit Slip:

Account Name: Use your first name, middle initial, and last name.

Account Number: 3456-5789-01

Type of Account: Savings Account

Date: Write the date when you filled out the form.

Amount to Deposit:

For Cash Deposit: P1500.00

For Check Deposit: P550.00

Name and Address of Bank: Rex Bank, Manila Branch

The People's Bank Deposit Slip		
Account Name: _____		Date: _____
<input type="checkbox"/> Savings	<input type="checkbox"/> Current	
Account Number: _____		
Cash Deposit:		
No. of Pieces	Denomination	Total
Total Cash Deposit: _____		
Check Deposit:		
Name of Bank & Address	Amount	
Total Check Deposit: _____		
Total Amount of Deposit: _____		

For the Withdrawal Slip:

Account Name: Use your first name, middle initial, and last name.

Account Number: 5671-2649-87

Type of Account: Checking Account

Amount to Withdraw: P1000.00 (one thousand pesos)

Date: Write the date when you filled out the form.

The People's Bank Withdrawal Slip	
Account Name: _____	
Date: _____	
<input type="checkbox"/> Savings	<input type="checkbox"/> Current
Account Number: _____	
Received from the Bank the sum of _____	
Amount: _____	
Signature of Depositor: _____	Date: _____
Payment received by: (To be signed in the presence of the teller) _____	