

## OALCF Task Cover Sheet

**Task Title:** Paying Bills by Cheque

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
<b>Goal Path Rationale:</b> Learners on the Independence Path will need to be able to write cheques to pay bills (not all bills can be paid online). These tasks also indicate if a learner can read and understand a bill.	
<b>Task Description:</b> Learners must go through all steps to pay bills, including <ul style="list-style-type: none"><li>• Finding amounts</li><li>• Writing cheques</li><li>• preparing envelopes for mailing payments</li></ul>	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B3: Complete and create documents
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B3.1a: Make straightforward entries to complete very simple documents	
<b>Performance Indicators:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Skill building activity: Use the WritingCheques_I_A1.1_A2.1_B3.1a_C2.1_C4.1 document to prepare for this task set; review the layout of envelopes and how various invoices are written</li><li>• Learner can bring in three of their own bills to pay. If none available, there are three sample bills attached</li><li>• Learner can bring in their own personal cheques for their bills or there is a sample cheque attached</li><li>• Three #10 envelopes (if unavailable, a sample envelope illustration is provided with this demonstration)</li><li>• Pen</li></ul>	

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**Learner Information and Tasks:**

1. Scan each bill to find out:
  - A) who the bill is from
  - B) how much money you owe
  - C) when the bill is due
  - D) if there are any special instructions
  
2. Fill out cheques for the full amount of each bill using today's date.
  
3. Fill in the payment stub attached to each bill.
  
4. Prepare the envelopes to mail the bill payments in one of the following ways:
  - use envelopes provided by the company for payments
  - use a blank envelope for each company
  - use the sample envelope illustration provided

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**Sample Bill #1**

B & J PLUMBING	44 Bolton Road Anytown, ON K1P 2O3 715-854-8201	<b>Date</b>	
		<b>Invoice # 68411</b>	
Sold To:			
1	Replacement hose for Washing machine	\$ 12.03	
	Labour	\$ 30.00	
	Total parts and labour		\$ 42.03
	HST		\$ 5.46
Net: 30 days Please write invoice number on front of cheque.		<b>TOTAL</b>	\$47.49
<i>Payment Stub (cut along dotted line and include with your payment)</i>			
B & J Plumbing 44 Bolton Road Anytown, ON K1P 2O3 715-854-8201			
<b>Sold To:</b>		<b>Invoice # 68411</b>	
<b>Payment Amount:</b>		<b>Date:</b>	

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**Sample Bill #2**

<b>Hydro Ontario</b>		<b>Your account number</b>	
		08975-11231	
<b>Electricity bill for:</b>	<b>Date:</b>		
(Student's name & address)			
<b>Here's what you owe</b>			
Amount of your last bill		\$200.12	
Amount we received		<u>- \$200.12</u>	
Balance forward		\$ 0.00	
Your new charges		\$132.33	
<b>Total amount now due</b>		<b>\$132.33</b>	
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			

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**Sample Bill #3**

**THE CITY OF OVERLEA**

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

Account Number

Z00068 B    xxxxxxxxxxxxxxxxxxxx

(Student's name & address)

Water charges    45.00

Sewer charges    0.00

Miscellaneous    0.00

**TOTAL BILL    45.00**

Due date: \_\_\_\_\_

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    xxxxxxxxxxxxxxxxxxxx

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

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**Sample Envelope**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sample Cheque**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ cheque no 0001

Date: \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_/100 Dollars

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

Memo \_\_\_\_\_

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"><li>• decodes words and makes meaning of sentences in a single text</li></ul>			
A2.1	<ul style="list-style-type: none"><li>• scans to locate specific details</li></ul>			
	<ul style="list-style-type: none"><li>• interprets brief text and common symbols</li></ul>			
	<ul style="list-style-type: none"><li>• locates specific details in simple documents, such as labels and signs</li></ul>			
B3.1a	<ul style="list-style-type: none"><li>• makes a direct match between what is requested and what is entered</li></ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**