



## Task Title: Paying Bills by Cheque

### 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:** 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)

## 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 <b>December 11, 2024</b>	
		Invoice # <b>68411</b>	
Sold To:			
1	Replacement hose for Washing machine	\$ 12.03	
	Labour	\$ 30.00	
	Total parts and labour		
	HST		
Net: 30 days Please write invoice number on front of cheque.		<b>TOTAL</b>	\$47.49
<div> <i>Payment Stub</i> <i>(cut along dotted line and include with your payment)</i> </div> <div> B &amp; J Plumbing  44 Bolton Road  Anytown, ON  K1P 2O3  715-854-8201 </div>			
Sold To:		Invoice # <b>68411</b>	
Payment Amount:		Date:	

**Sample Bill #2**

<b>Hydro Ontario</b>	<b>Your account number</b> 08975-11231
<b>Electricity bill for:</b>  (Learner's name & address)	<b>Date: January 1 2024</b>
<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.	
<hr/>	
Account number: 08975-11231	Name: _____
Send payment to: Hydro Ontario, Box 93, Toronto ON R6M 9E2	Amount enclosed: _____

**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:

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**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 _____	

_____	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



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