



**ACReS**  
Academic Career and Readiness Skills

**Life Skills**

**Unit**

**5**

**National PASS Center  
2013**



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## Official Documents

### Words to know:

- ✓ documents
- ✓ identification
- ✓ checks
- ✓ money order
- ✓ bills
- ✓ applications

People see **official documents** every day. We use them in every part of our lives. We get bills in the mail. We use checks or money orders to pay our bills. We might have to show our birth certificate. We may need to apply for a social security card. Maybe you want a driver's license. It is important to know what to do with these documents.

**Vocabulary:** Here are some words you will find throughout this lesson.

Term	Definition
<b>official</b>	properly authorized
<b>document</b>	a written or printed paper used to give evidence or information
<b>identification</b>	proof that someone is who he or she claims to be
<b>application</b>	a written request, as for assistance, employment, or admission to a school

Documents like your *birth certificate* or *social security card* must be kept in a safe place. These papers identify who you are. Other documents such as *checks* must also be kept in a safe place. Those are like money. It is important to keep them safe and to know where they are at all times.

In this lesson, we will look at the following documents:

- ✓ a birth certificate
- ✓ a social security card
- ✓ a bank account application
- ✓ a check
- ✓ a money order
- ✓ an electric bill
- ✓ a phone bill
- ✓ a gas bill

## **Your Identification (also called an ID)**

Let's begin by looking at important documents you may have right now.

Do you have a birth certificate? \_\_\_\_\_

Where do you keep it? \_\_\_\_\_

If you have a birth certificate, it might look like this one.

STATE OF HAWAII		CERTIFICATE OF LIVE BIRTH			DEPARTMENT OF HEALTH	
				FILE NUMBER	61 10641	
				151		
1a. Child's First Name (Type or print)		1b. Middle Name		1c. Last Name		
BARACK		HUSSEIN		OBAMA, II		
2. Sex	3. This Birth	4. If Twin or Triplet, Was Child Born		5a. Birth Date	Month	Day Year
Male	Single <input checked="" type="checkbox"/> Twin <input type="checkbox"/> Triplet <input type="checkbox"/>	1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>		August	4,	1961
5b. Hour /					7:24 P.M.	
6a. Place of Birth: City, Town or Rural Location					6b. Island	
Honolulu					Oahu	
6c. Name of Hospital or Institution (If not in hospital or institution, give street address)					6d. Is Place of Birth Inside City or Town Limits? If no, give judicial district	
Kapiolani Maternity & Gynecological Hospital					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7a. Usual Residence of Mother: City, Town or Rural Location			7b. Island	7c. County and State or Foreign Country		
Honolulu			Oahu	Honolulu, Hawaii		
7d. Street Address					7e. Is Residence Inside City or Town Limits? If no, give judicial district	
6085 Kalaniana'ole Highway					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7f. Mother's Mailing Address					7g. Is Residence on a Farm or Plantation?	
					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
8. Full Name of Father			9. Race of Father			
BARACK HUSSEIN OBAMA			African			
10. Age of Father	11. Birthplace (Island, State or Foreign Country)	12a. Usual Occupation		12b. Kind of Business or Industry		
25	Kenya, East Africa	Student		University		
13. Full Maiden Name of Mother			14. Race of Mother			
STANLEY ANN DUNHAM			Caucasian			
15. Age of Mother	16. Birthplace (Island, State or Foreign Country)	17a. Type of Occupation Outside Home During Pregnancy		17b. Date Last Worked		
18	Wichita, Kansas	None				
I certify that the above stated information is true and correct to the best of my knowledge.		18a. Signature of Parent or Other Informant			18b. Date of Signature	
		<i>Ann Dunham Obama</i>			Parent <input checked="" type="checkbox"/> 8-7-61	
I hereby certify that this child was born alive on the date and hour stated above.		19a. Signature of Attendant			19b. Date of Signature	
		<i>David A. Dunham</i>			M.D. <input checked="" type="checkbox"/> 8-8-61	
20. Date Accepted by Local Reg.		21. Signature of Local Registrar			22. Date Accepted by Reg. General	
AUG - 8 1961		<i>U. Lee</i>			AUG - 8 1961	
23. Evidence for Delayed Filing or Alteration						

As you can see, a birth certificate will have the child's name on it. It tells when and where the baby was born. It also has the names of the baby's parents. It tells when and where they were born too. It has a file/registration number on it. This paper was filed with the Department of Health. There will be a copy of it at the village office.

Look carefully at the sample birth certificate and then answer the following questions:

1. What is this baby's name? \_\_\_\_\_
2. This is a famous baby. Who is he? \_\_\_\_\_
3. Where was he born? \_\_\_\_\_
4. What was his father's name? \_\_\_\_\_
5. What was his mother's name? \_\_\_\_\_
6. What is the file number? \_\_\_\_\_

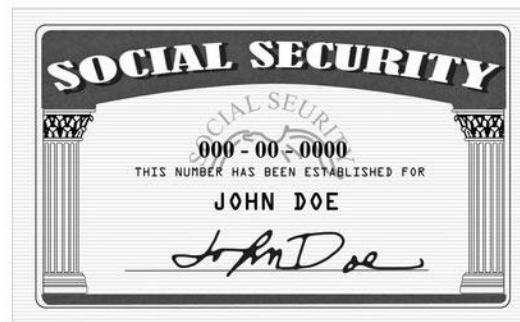
Now look at your birth certificate. Can you find the same information on your document?

- What is your full name? \_\_\_\_\_
- Where were you born? \_\_\_\_\_
- Where was your father born? \_\_\_\_\_
- Where was your mother born? \_\_\_\_\_

If you do not have a birth certificate, it is important that you get one and keep it safe. You can ask your parents if they have it. You can also go to the town where you were born. They will keep it on file at the village office.

Another form of identification is a social security card. Do you have a social security card? In the United States, children get social security cards at birth. If you were *not* born here, you may need to apply for one. If you need one, you will have to go to your local Social Security Administration office to apply for a card. There may be an office near you.

A social security card assigns a nine-digit number to your name. Employers need it to give you a paycheck. Schools and other agencies will also ask for a social security card. Look at the example below.



If you have a social security card, keep it in a safe place so no one can take it. Your birth certificate and social security card are two forms of identification that you can use to apply for jobs, tests, or bank accounts. Other documents that identify you may be a driver's license, a green card, or a passport. All of these documents must be kept safe.

## Money Matters

Let's look at how to use your identification to apply for a *checking* or *savings* account. When you get a paycheck from your job or someone else gives you money, what do you do with it? Many people like to keep their money in a savings or checking account at the bank. If you go to the bank and ask to start an account they will give you an *application* to fill out. Look at the partial application below.

### A. Purpose of Application

Open new account

Update existing account Information

### B. Account Information

Name: \_\_\_\_\_

SSN/Tax ID#: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### C. Account Type

Individual

JTW/RS

IRS

Custodian for minor

Other

### D. Employment Information

Name of Employer: \_\_\_\_\_

Years employed: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employer's address: \_\_\_\_\_



An application for a bank account can be hard to fill out. If you have questions, you should ask the person who gave you the application. You will need to show the bank your forms of identification.

Practice filling out bank forms by completing the form shown below. Use **your** information for the form.

Once you have a checking account you can use checks to pay your bills. A check will allow the bank to subtract a certain amount of money out of your account. You would use a checking account to pay debts such as the electric bill or phone bill. If you wanted to go out to eat or shop, you would probably use cash. Below is an example of a check.

Your Name Address City, State Zip	Date _____	101
PAY TO THE ORDER OF _____	\$ <input type="text"/>	Dollars
<b>HowtoWriteChecks.com</b>		
Memo _____	_____	_____
: 210678772  : 10321547890'' 101		

You would order your checks from the bank. Once you do that, they will have your name and address on them. They will also show the bank's information. This is how you complete a check:

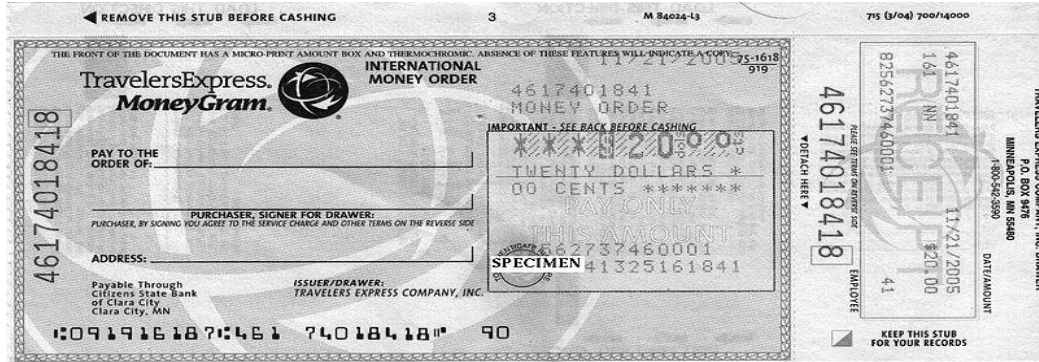
### How to complete a check:

1. Write the date on the line that says "Date."
2. Who are you giving the money to? Write that name on the line that says "PAY TO."
3. In the box, you would write the amount of the check in numbers. If you are writing a check for \$56.25, that is the amount you would write on the check.
4. On the next line (the one that ends with the word "dollars"), you will write the amount of the check in words.
5. You must sign the check on the line in the bottom right. This gives the bank permission to remove the money from your account.
6. If you would like to remember why you wrote the check, you can put a note on the line that says "memo," but this is not required.

Here is an example of a completed check.

Your Name Address City, State Zip	Date <i>January 1, 2014</i>	101
PAY TO THE ORDER OF	<i>John Doe</i>	\$ <span style="border: 1px solid black; padding: 2px;">56.25</span>
<i>Fifty-six and 25/100</i>		Dollars
<b>HowtoWriteChecks.com</b>		
Memo _____	_____ <i>your signature</i>	
: 210678772  :      10321547890"      101		

If you do not have a checking account, you may use a *money order* to pay your bills. You can get a money order from the post office, many stores, or a bank. A money order looks a lot like a check. Look at the sample below.



When you get a money order, you must give the clerk cash and she will complete part of the money order for you. She will use a machine to stamp in how much the money order is worth. You will have to complete the rest. It is like filling in a check.

Fill in the sample check below with the following information.

- ✓ Use today's date.
- ✓ You are writing a check to the Energy Efficient Electric Company.
- ✓ The check is for \$42.10.
- ✓ You are paying your electric bill.
- ✓ Don't forget to sign it.

<b>Your Name</b>	101
<b>Address</b>	
<b>City, State Zip</b>	Date _____
<b>PAY TO</b>	\$ <input style="width: 80px;" type="text"/>
<small>THE ORDER OF</small>	Dollars
<b>HowtoWriteChecks.com</b>	
Memo _____	
: 210678772  : 10321547890" 101	

**It is important to keep checks and money orders safe.  
They are the same as cash.**

## Bills

Now that we know how to pay our *bills*, let's look at some of the bills you may get in the mail. Do you already have a list of bills that you pay? What bills do you pay every month? \_\_\_\_\_

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If you are like most people, your bills may include electric, water, gas, rent, and phone. Some people have extra bills. They may be paying off credit card debt or they may be paying for a new car. The bills that come in the mail are also official documents. They are an agreement between you and the service provider. The company will provide you with a service such as water or heat and you promise to pay for that service. It is important to put these bills in a safe place and pay them when they are due. If you forget to pay them, you may lose that service. It would not be nice to wake up one morning and have no water to make your coffee or to be able to take a shower.

Here are some examples of bills you may get in the mail.

**INVOICE** Page 1 of 1



A Superior Plus Company  
563 Pavilion Warsaw Road  
Wyoosting, NY 14391  
#111 To:

**Special Information:**  
For inquiries or questions please call: (585) 584-1105 or email: AR@grid.ny.gov and be sure to include your account number in subject line.  
Or visit our website at: www.grid.ny.gov

Invoice Date	Invoice Number	Due Date	Terms	Account No.	Account Balance
07/09/2012		07/21/2012	Net 30		\$124.65

Transaction Date	BOL	Transaction Number	Description	Quantity	Units	Unit Price	Amount
07/06/2012			RF: Propane	48.90	GL	2.54900	124.65

NYSST ID #16-0738353C Motor Fuel ID #M160736553 Diesel Fuel ID #D160736553

**INVOICE TOTAL** \$124.65

BY PAYMENT OF THIS FUEL TAXES ARE DEEMED TO BE PAID AS REQUIRED BY LAW. A SERVICE CHARGE OF 1.5% PER MONTH (ANNUAL PERCENTAGE RATE) WILL BE ASSESSED ON ALL UNPAID TAXES.

**nationalgrid**

SERVICE FOR: JOHN A DOE  
123 MAIN ST  
ANYTOWN NY 14454

BILLING PERIOD: Jan 24, 2013 to Feb 25, 2013

ACCOUNT NUMBER: 987654-321-9  
PLEASE PAY BY: Mar 22, 2013  
AMOUNT DUE: \$ 165.65

www.nationalgrid.com  
CUSTOMER SERVICE: 1-800-642-4272  
AUTOMATED SERVICES: 1-888-952-0301  
GAS EMERGENCIES: 1-800-892-2345  
(Does not replace 911 emergency medical service)

OUTAGE AND ELECTRIC EMERGENCIES: 1-800-867-5222

CORRESPONDENCE ADDRESS: 300 Erie Blvd West  
Syracuse, NY 13202

DATE BILL ISSUED: Feb 26, 2013

**ACCOUNT BALANCE**

Previous Balance	133.64
Payment Received on FEB 14	THANK YOU -133.64
Current Charges	+ 165.65
<b>Amount Due</b>	<b>\$ 165.65</b>

**SUMMARY OF CURRENT CHARGES**

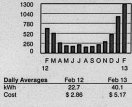
DELIVERY SERVICES	SUPPLY SERVICES	TOTAL
Electric Service	97.01	165.55
<b>Total Current Charges</b>	<b>\$ 97.01</b>	<b>\$ 68.64</b>
		<b>\$ 165.65</b>

**STAY INFORMED DURING A STORM:** Text the word STORM to NGRID (64743) to register for broadcast text alerts. For more information, visit nationalgridus.com/stormnotifications.

**PAYMENT CONCERNS?:** We're here to help you. We have several plans that can help you manage your energy bills. Go to www.nationalgridus.com/paymentoptions to find out more or call us at 1-800-443-1837.

**WILL WE BE ABLE TO REACH YOU DURING A POWER OUTAGE?:** During a power outage, phones with a direct link to a local phone line are able to operate. Phones that are not directly linked (for example, wireless phones with answering machines) need electricity to make/receive calls. If you would like to register another phone number, such as a cell phone, as your account's primary phone number, please go to www.nationalgrid.com/myaccount to update your information so that we may be able to reach you with important information during power outages.

**ELECTRIC USAGE HISTORY (kWh)**



KEEP THIS PORTION FOR YOUR RECORDS.  
RETURN THIS PORTION WITH YOUR PAYMENT.

ACCOUNT NUMBER: 987654-321-9  
PLEASE PAY BY: Mar 22, 2013  
AMOUNT DUE: \$ 165.65

**nationalgrid**

PO BOX 4003  
ACWORTH, GA 30101

Manage Your Account & View Your Usage Details	Account Number	Date Due
My Verizon at www.verizonwireless.com	12345678998-00001	03/16/13
Address Changed? - go to vzw.com/changeaddress	Invoice Number	345678912

KEYLINE  
/14454111514/

JOHN A DOE  
123 MAIN ST  
ANYTOWN, NY 14454-1151

**Quick Bill Summary**

Jan 22 - Feb 21

Previous Balance (see back for details)	\$40.71
Payment - Thank You	-\$40.71
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Access Charges	\$32.39
Usage Charges	
Voice	\$0.00
Messaging	\$0.20
Verizon Wireless' Surcharges and Other Charges & Credits	\$3.33
Taxes, Governmental Surcharges & Fees	\$4.36
<b>Total Current Charges</b>	<b>\$40.28</b>

**Total Charges Due by March 16, 2013**

**\$40.28**

Let's take a closer look at these bills and try to understand them. This is a cell phone bill. This is only the first page of the bill. It is fairly easy to understand. The rest of the phone bill can be difficult to read and understand. Use this bill to answer the following questions.

PO BOX 4003  
ACWORTH, GA 30101

Manage Your Account & View Your Usage Details	Account Number	Date Due
My Verizon at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	12345678998-00001	03/16/13
Address Changed? – go to <a href="http://vzw.com/changeaddress">vzw.com/changeaddress</a>	Invoice Number	345678912

KEYLINE  
/1445411514/

JOHN A DOE  
123 MAIN ST  
ANYTOWN, NY 14454-1151

Quick Bill Summary

Jan 22 - Feb 21

Previous Balance (see back for details)	\$40.71
Payment – Thank You	–\$40.71
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Access Charges	\$32.39
Usage Charges	
Voice	\$0.00
Messaging	\$0.20
Verizon Wireless' Surcharges and Other Charges & Credits	\$3.33
Taxes, Governmental Surcharges & Fees	\$4.36
<b>Total Current Charges</b>	<b>\$40.28</b>

**Total Charges Due by March 16, 2013** **\$40.28**

- 7. What is the total amount due? \_\_\_\_\_
- 8. Who do you make the check out to? \_\_\_\_\_
- 9. How much are the taxes on this bill? \_\_\_\_\_
- 10. Was this bill paid on time last month? \_\_\_\_\_
- 11. How do you know? \_\_\_\_\_
- 12. When is this bill due? \_\_\_\_\_

Good job! Now let's look at a more complicated bill.

This is an electric bill. These bills can be difficult to read. Look at all the information written on this bill. Look at the bill carefully. Read it over slowly. Use this bill to answer the following questions.

**nationalgrid**

SERVICE FOR  
**JOHN A DOE**  
123 MAIN ST  
ANYTOWN NY 14454

BILLING PERIOD  
Jan 24, 2013 to Feb 25, 2013

ACCOUNT NUMBER **987654-321-9**    **PLEASE PAY BY** Mar 22, 2013    **AMOUNT DUE** \$ 165.65

PAGE 1 of 4

www.nationalgrid.com  
CUSTOMER SERVICE  
1-800-642-4272

AUTOMATED SERVICES  
1-888-932-0301

GAS EMERGENCIES  
1-800-892-2345  
*(Does not replace 911 emergency medical service)*

OUTAGE AND ELECTRIC EMERGENCIES  
1-800-867-5222

CORRESPONDENCE ADDRESS  
300 Erie Blvd West  
Syracuse, NY 13202

DATE BILL ISSUED  
Feb 26, 2013

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**ACCOUNT BALANCE**

Previous Balance	133.64
Payment Received on FEB 14	- 133.64
Current Charges	+ 165.65
<b>Amount Due ▶</b>	<b>\$ 165.65</b>

**SUMMARY OF CURRENT CHARGES**

	DELIVERY SERVICES	SUPPLY SERVICES	TOTAL
Electric Service	97.01	68.64	165.65
<b>Total Current Charges</b>	<b>\$ 97.01</b>	<b>\$ 68.64</b>	<b>\$ 165.65</b>

ⓘ National Grid buys low cost energy and receives a Residential Consumer Discount monthly payment from the New York Power Authority (NYPA) to be used as a benefit for residential customers. This bill reflects a savings of \$ 4.95 from these benefits.

📢 **STAY INFORMED DURING A STORM:** Text the word STORM to NGRID (64743) to register for broadcast text alerts. For more information, visit [nationalgridus.com/stormnotifications](http://nationalgridus.com/stormnotifications).

📞 **PAYMENT CONCERNS?:** We're here to help you. We have several plans that can help you manage your energy bills. Go to [www.nationalgridus.com/paymentoptions](http://www.nationalgridus.com/paymentoptions) to find out more or call us at 1-800-443-1837.

★ **WILL WE BE ABLE TO REACH YOU DURING A POWER OUTAGE?:** During a power outage, phones with a direct link to a local phone line are able to operate. Phones that are **not** directly linked (for example, wireless phones with answering machines) need electricity to make/receive calls. If you would like to register another phone number, such as a cell phone, as your account's primary phone number, please go to [www.nationalgrid.com/myaccount](http://www.nationalgrid.com/myaccount) to update your information so that we may be able to reach you with important information during power outages.

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**ELECTRIC USAGE HISTORY (kWh)**

Daily Averages	Feb 12	Feb 13
kWh	22.7	40.1
Cost	\$ 2.86	\$ 5.17

■ Actual    □ Estimated

KEEP THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.

ACCOUNT NUMBER	<b>PLEASE PAY BY</b>	<b>AMOUNT DUE</b>
987654-321-9	Mar 22, 2013	\$ 165.65

13. What time period is this bill for? \_\_\_\_\_
14. What is the total for electric **delivery** charges? \_\_\_\_\_
15. What is the total for electric **supply** charges? \_\_\_\_\_
16. When is this bill due? \_\_\_\_\_

17. At the bottom of the bill is a “Usage Chart.” This gives a history of how much electricity this household used during the year. Is this history based on actual or estimated usage?


\_\_\_\_\_

18. What does the chart tell you about changes in the family’s pattern of usage in recent months? \_\_\_\_\_

19. What month did they use the most electricity? \_\_\_\_\_

20. What month did they use the least electricity? \_\_\_\_\_

Let’s look at our last sample bill. This is a propane bill. Propane is a type of gas and can be used to heat a home. Other types of fuel people use to heat their homes are oil, natural gas, and wood. This bill is a simple bill. This bill is called an invoice. The word “invoice” means the same as the word “bill.” Look the bill over and then answer the questions.



**BURNWELL**  
A Superior Plus Company  
583 Pavilion Warsaw Road  
Wyoming, NY 14591  
Bill To:

**INVOICE**

Page 1 of 1

Special Information:

For inquiries or questions please call: (585) 584-1105 or email AR@griffithenergy.com and be sure to include your account number in subject line.

Or visit our website at: [www.griffithenergy.com](http://www.griffithenergy.com)

Invoice Date	Invoice Number	Due Date	Terms	Account No.	Account Balance
07/09/2012		07/21/2012	Net 30		\$124.65

Transaction Date	BOL	Transaction Number	Description	Quantity	units	Unit Price	Amount
07/06/2012			RE: Propane	48.90	GL	2.54900	124.65

NYSST ID #16-0736353C Motor Fuel ID #M160736353 Diesel Fuel ID #D160736353

REPRESENTED BY FOR PAYMENT OF MOTOR FUEL TAXES HAS BEEN ASSUMED BY GRIFITH ENERGY AND WILL BE PAID AS REQUIRED BY LAW.

**INVOICE TOTAL**
\$124.65

A SERVICE CHARGE OF 1.5% PER MONTH (18% ANNUAL PERCENTAGE RATE) WILL BE ASSESSED ON ALL INVOICE AMOUNTS NOT PAID WITHIN TERMS.



21. What is the name of the company who provides the propane? \_\_\_\_\_
22. Where is this company located? \_\_\_\_\_
23. When does the bill have to be paid? \_\_\_\_\_
24. How much does the propane cost per gallon (unit price)? \_\_\_\_\_
25. How much is the bill? \_\_\_\_\_
26. What is propane? \_\_\_\_\_

## Summary

In this lesson, you have learned about two forms of identification: a birth certificate and a social security card. You have also learned about bank accounts, checks, and money orders. Finally, you were able to look at some bills and learn how to read and understand them. All of these things are official documents. These documents are written evidence of events or agreements. You must keep official documents safe.

Notes:

☞ End of Lesson 1 ☛