



# MODULE 3: Your Income and Expenses

## PARTICIPANT GUIDE



**MONEY SMART for Adults**

SEPTEMBER 2018

The Federal Deposit Insurance Corporation is an independent agency created by the Congress to maintain stability and public confidence in the nation's financial system. One way we do that is by providing free, non-biased financial education materials, including this Participant Guide. For more information about our family of Money Smart products, visit [www.fdic.gov/moneysmart](http://www.fdic.gov/moneysmart).

# Contents

<b>Welcome</b> .....	2
Module Purpose.....	2
<b>Section 1: Income</b> .....	3
What is Income? .....	3
<i>Try It: Ways to Receive Income</i> .....	4
Understanding Pay Statements.....	6
<i>Try It: Reading a Pay Statement</i> .....	8
<i>Apply It: Reading My Pay Statement</i> .....	10
More Than One Job or a Paid “Hobby” .....	12
Tracking Your Income.....	12
<i>Apply It: My Monthly Income Log</i> .....	13
<b>Section 2: Expenses</b> .....	15
Ways to Use Your Money .....	15
Tracking Your Expenses .....	15
<i>Apply It: My Saving, Sharing, and Spending Diary</i> .....	16
<i>Apply It: My Monthly Expense Log</i> .....	18
Managing Your Expenses.....	21
<i>Try It: Making a Monthly Payment Calendar</i> .....	22
<b>Module Closing</b> .....	24
Remember the Key Takeaways .....	24
Take Action .....	24
Where to Get More Information or Help.....	25
<b>Pre-Training Survey</b> .....	27
<b>Post-Training Survey</b> .....	29

# Welcome

Welcome to the FDIC's Money Smart for Adults!

This is the Participant Guide for **Module 3: Your Income and Expenses**. Use it during and after training. Mark it up, write in it, take notes—it is yours to keep.

## Module Purpose

This module helps you track and understand your income (money coming in) and your expenses (money going out).

This module also:

- Discusses different types of income and ways to receive income
- Shows how to read a pay statement
- Shares a tool for tracking income
- Provides information and tools for tracking and managing expenses

## Section 1: Income

We will discuss different types of income, ways to receive income, how to read and understand a pay statement, and how to keep track of your income.



### Key Takeaway



Understand your income. That is the first step to using it to meet your needs.

### What is Income?

Income is money you receive.

#### Types of Income

- Earned income
- Income from assets or investments
- Public benefits or entitlements that pay money
- Other benefits or other entitlements
- Other income, such as gifts, child support, and alimony

You usually take home less money than you make from working.

- **Gross income** is your total income without deductions.
- **Net income** (or “take-home pay”) is gross income minus deductions, such as Social Security and income taxes.

$$\text{Gross Income} - \text{Deductions} = \text{Net Income}$$

If you owe money, your creditors can sometimes directly take portions of your income and assets to cover your debt. This is called **garnishment**.



## Try It: Ways to Receive Income

Use the spaces below to take notes based on the discussion.

### Cash

Pros	Cons

### Paper check

Pros	Cons

### Direct deposit

Pros	Cons

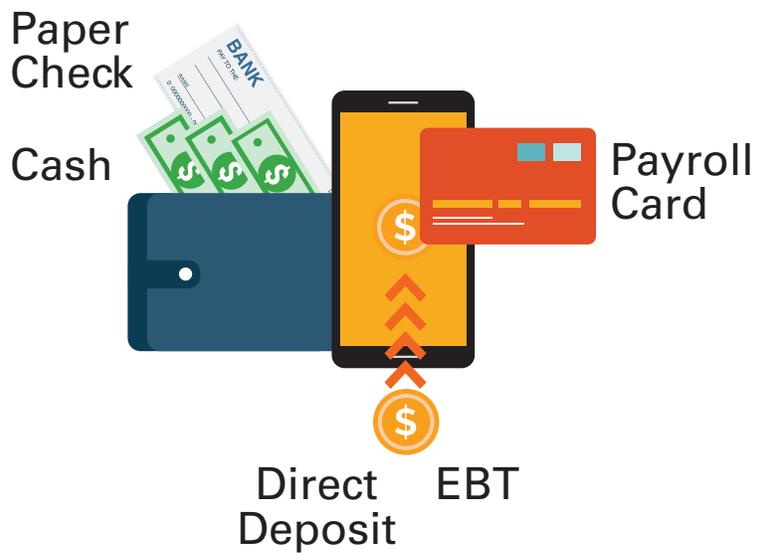
**Try It: Ways to Receive Income *continued***

**Payroll card**

Pros	Cons

**Electronic benefits transfer**

Pros	Cons



## Understanding Pay Statements

Reading your pay statement helps you monitor it for accuracy and track your pay. You will also understand how the amount of money you earn is not the same as the amount of money you receive.

A pay statement can be called an earnings statement, pay stub, leave and earnings statement, earnings and leave statement, an LES, an ELS, a pay slip, a pay advice, or something else.

There are different formats and many abbreviations. Ask your employer if you have questions about how to read your pay statement.

Information on a typical pay statement may include:

- Personal information
- Pay period
- Pay date
- Gross pay
- Deductions
- Net pay
- Employer contributions
- Balances for personal time off, vacation, and/or sick leave

### Deductions

Required deductions usually include:

- Federal Insurance Contributions Act (FICA) taxes
  - Social Security
  - Medicare
- Federal income taxes
- State and local income taxes (if applicable)

Elective or voluntary deductions may include:

- Insurance premiums
- Union dues
- Charitable contributions
- Allotments to a savings account

Retirement plan contributions may be required deductions or elective (voluntary) deductions.



## Income Tax Withholding

Your employer will likely give you **Internal Revenue Service (IRS) Form W-4** called **Employee's Withholding Certificate**, and possibly a similar form from your state or community. You fill them out and return the completed forms to your employer. You may be doing this on paper or electronically.

You can indicate:

- Additional amount to be withheld, if any
- Reduced amount to be withheld, if any
- If you are exempt from withholding

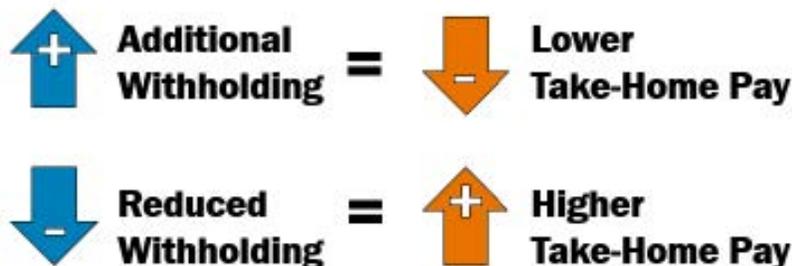
Additional withholding means your take-home pay will likely be lower.

Reduced withholding means your take-home pay will likely be higher.

**Be careful not to have too little withheld for taxes.** If you don't pay enough tax throughout the year, you may have to pay a penalty.

You can view Form W-4 and detailed instructions for completing it by visiting **IRS.gov** and searching for "W-4."

Ask your employer for help if you do not understand something on the form.



**Internal Revenue Service (IRS) Form W-2**  
Form W-4 is different from Form W-2.

Employers are required to provide employees with a **Form W-2** by January 31 for the prior year. Included on the W-2 is the amount of money you earned from the employer the prior year and taxes that were withheld.

You can view Form W-2 by visiting **IRS.gov** and searching for "W-2."



## Try It: Reading a Pay Statement

Read the scenario and the example pay statement. Answer the questions that follow.

### Scenario: Janice Reads Her Pay Statement

Janice has been working for SJC Corporation for eight months. The job has advancement opportunity, but her hours change each week. She may work 40 hours one week and only 20 hours the next. She hasn't always paid attention to her pay statement, but wants to understand it.



### Janice's Example Pay Statement

<b>SJC Corporation Earnings and Leave Statement</b>		<b>For Pay Period:</b> 06/23/2019 to 07/06/2019	<b>Pay Date:</b> 07/19/2019
<b>Name</b> Earner, Janice V.	<b>Number of Hours</b> 65	<b>Hourly Rate</b> \$12.50	
<b>Address</b> 123 Maple Street Anytown, USA 12345		<b>Net Pay</b> \$512.44	
<b>Pay</b>	<b>Current</b>	<b>Year-to-Date</b>	
Gross Pay	\$812.50	\$14,000.00	
Total Deductions	\$300.06	\$5,170.20	
Net Pay	\$512.44	\$8,829.80	
<b>Deductions</b>	<b>Current</b>	<b>Year-to-Date</b>	
FIT: Federal Income Taxes	\$96.53	\$1,663.20	
SIT: State Income Taxes	\$23.56	\$406.00	
FICA SS: Social Security	\$50.38	\$868.00	
FICA MED: Medicare	\$11.78	\$203.00	
Health Insurance	\$81.25	\$1,400.00	
401(K) : Retirement Savings Plan	\$36.56	\$630.00	
TOTAL Deductions	\$300.06	\$5,170.20	
<b>Benefits Paid By SJC</b>	<b>Current</b>	<b>Year-to-Date</b>	
FICA: Social Security	\$50.38	\$868.00	
FICA: Medicare	\$11.78	\$203.00	
Health Insurance	\$162.50	\$2,800.00	
Retirement Savings Plan Matching	\$16.25	\$280.00	
TOTAL Paid by SJC	\$240.91	\$4,151.00	

### Try It: Reading a Pay Statement *continued*

#### Questions about Janice's Example Pay Statement

Question	Amount	Where Did You Find It?
How much did Janice earn this pay period?		
How much take-home pay does Janice have this pay period?		
How much has SJC paid in benefits for Janice this year (not including her salary)?		
How much has SJC withheld for Janice's federal income taxes so far this year?		
What do you notice about the end of the pay period and her pay date?		



## Apply It: Reading My Pay Statement

Complete this worksheet using your own pay statement if this applies to you.

Type of Information	Information from Your Pay Statement
Pay period dates	
Pay date	
Number of hours	
Hourly rate	
<b>Pay and Deductions: Current Pay Period</b>	
Gross pay	
Total deductions	
Federal Income Taxes	
State Income Taxes	
FICA: Social Security	
FICA: Medicare	
Health Insurance	
Retirement Savings Plan	
Other:	
Other:	
Other:	
Other:	
Net pay	

### Apply It: Reading My Pay Statement *continued*

Type of Information	Information from Your Pay Statement
<b>Pay and Deductions: Year to Date</b>	
Gross pay	
Total deductions	
Net pay	
<b>Amounts Paid by Employer: Current Pay Period</b>	
Social Security	
Medicare	
Health Insurance	
Retirement Savings Plan Matching	
Other:	
Other:	
<b>Amounts Paid by Employer: Year to Date</b>	
Social Security	
Medicare	
Health Insurance	
Retirement Savings Plan Matching	
Other:	
Other:	

## More Than One Job or a Paid “Hobby”

Some people have more than one job. They may have a full-time job and a part-time job, or two or more part-time jobs, or even two or more full-time jobs.

If you work this way, be sure you understand how you are being paid. You can ask the employer if you will be considered a “W-2 employee” or a “1099 employee.”

- If you receive a Form W-2, the employer considers you to be an employee.
- If you receive a Form 1099-MISC, the employer considers you to be self-employed. You can view Form 1099-MISC by visiting **IRS.gov** and searching for “1099-MISC.”

You may be responsible for paying taxes yourself.

- Making these tax payments on time is important. Paying on time helps you avoid penalties. It also helps make sure that you are not surprised at tax time about what taxes you owe.

You may also need to give more thought to how you are putting money aside for the future, including for retirement.

It is important to keep accurate records about your jobs.

## Tracking Your Income

Many people receive income from multiple sources. Making a list of your sources of income helps you plan how you will save, share, and spend it.

Income can be:

- Regular
- Unpredictable
- Seasonal
- One-time

Keeping in mind whether each source of income is regular, unpredictable, seasonal, or one-time can also help you plan how you will save, share, and spend it.



## Apply It: My Monthly Income Log

List your sources of income and the amount you received for a given month to get a better idea of your total income. Check whether each source is regular (R), unpredictable (U), seasonal (S), or one-time (O). This will help you plan for future months.

You may have to do some math to get monthly amounts if you receive income on a schedule other than monthly. See the *Table for Calculating Monthly Amounts* on the next page for help.

**Income for the Month of** \_\_\_\_\_

Source of Income	Monthly Amount	Regular (R), Unpredictable (U), Seasonal (S), or One-Time (O)
Net (Take-Home) Pay Job 1		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Net (Take-Home) Pay Job 2		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Net (Take-Home) Pay Job 3		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Net Self-Employment Income		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Public Benefit 1:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Public Benefit 2:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Public Benefit 3:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Public Benefit 4:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Interest		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Dividends		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Child Support		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Alimony		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Gifts		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Other:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Other:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
Other:		<input type="checkbox"/> R <input type="checkbox"/> U <input type="checkbox"/> S <input type="checkbox"/> O
<b>Total Income (add up rows above)</b>		

Table for Calculating Monthly Amounts

Frequency: How often you receive the income	Do this first Then enter into the Log
Annual (once per year)	Divide by 12
Semi-annual (twice per year)	Divide by 6
Quarterly (four times per year)	Divide by 3
Monthly (once per month)	Use as-is
Bimonthly (twice per month)	Multiply by 2
Biweekly (every two weeks)	Multiply by 26 and then divide by 12
Weekly (every week)	Multiply by 52 and then divide by 12



### Remember the Key Takeaway

Understand your income. That is the first step to using it to meet your needs.

## Section 2: Expenses

We will discuss different types of expenses and ways to manage expenses.



### Key Takeaway



Understand your expenses. That will help you decide how to save, share, and spend your income.

### Ways to Use Your Money

You can think about how you use your money in three different ways:

- **Saving** it
- **Sharing** it
- **Spending** it

You can think about your expenses in three different ways too:

- **Needs** – what you must have to live
  - Can you meet them in less expensive ways?
- **Wants** – things you desire and can live without
  - Can you use less money for them?
- **Obligations** – debts you owe
  - Do you need to negotiate payment plans or other arrangements?

#### If You Receive Public Benefits

If you receive public benefits, you need to consider resource or asset limits. It's helpful to learn about resource and asset limits from your public benefit administrator or its website.

### Tracking Your Expenses

By tracking your expenses, you can see if you are using your money in line with your values and goals. Tracking your expenses may also uncover where you can make changes.

Plus, when you track your expenses, you tend to spend less!



## Apply It: My Saving, Sharing, and Spending Diary

Write down what you save, share, or spend each day, preferably for one month. Check if the expense is a Need (N), Want (W), or Obligation (O). You'll need to make copies of this worksheet before you begin your tracking. Or, you can use an app on a mobile device.

**My Saving, Sharing, and Spending for the Week of:** \_\_\_\_\_

Day	Expense	Amount	Need (N), Want (W), or Obligation (O)
	Example: <i>Lunch at restaurant</i>	<u>\$15.57</u>	<input type="checkbox"/> N <input checked="" type="checkbox"/> W <input type="checkbox"/> O
	Example: <i>Bus Pass</i>	<u>\$20.00</u>	<input checked="" type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Sunday	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Monday	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Tuesday	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
	_____	\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O

**Apply It: My Saving, Sharing, and Spending Diary *continued***

Day	Expense	Amount	Need (N), Want (W), or Obligation (O)
Wednesday		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Thursday		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Friday		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
Saturday		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O
		\$ _____	<input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/> O



## Apply It: My Monthly Expense Log

Use the information you put into the previous tool, *Apply It: My Saving, Sharing, and Spending Diary*, to complete this monthly expense log. This will help you organize and categorize how you use your money. This is an important step to building a spending and saving plan.

- Grouping things into categories will make it easier for you to decide if you want to make any changes.
- The expense log is separated into sections for saving, sharing, and spending.
- Use the “Notes” column to write down how you could change an item or other notes important to you.
- You may have to do some math to get monthly amounts for this log if you save, share, or spend on a schedule other than monthly. See the *Table for Calculating Monthly Amounts* after the log for help.
- For some rows of the log, you’ll need to add up several entries from your diary. For example, you may need to add up the costs from several grocery store trips to get the “Monthly Amount” for the row for “Groceries and Household Supplies.”
- You may have expenses that don’t fit into any of the listed categories. There are extra lines for you to create your own categories if you need them.

### Expense Log

My Expenses for the Month of: \_\_\_\_\_

#### My Saving

Item	Monthly Amount	Notes
Saving Toward: An Emergency Fund		
Saving Toward:		
Saving Toward:		
<b>Total Savings</b> (add up rows above)		

#### My Sharing

Item	Monthly Amount	Notes
Sharing with Family and Friends		
Charitable Contributions		
Other:		
Other:		
<b>Total Sharing</b> (add up rows above)		

### Apply It: My Monthly Expense Log *continued*

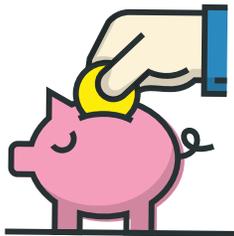
#### My Spending

Item	Monthly Amount	Notes
Rent / Mortgage Payment		
Property Taxes / Insurance		
Water		
Electric		
Gas / Oil		
Trash Collection		
Telephone (Cell and Land-Line)		
Internet		
Cable / Satellite / TV Viewing Services		
Car/Truck Payment		
Car/Truck Insurance		
Car/Truck Maintenance and Repair		
Car/Truck Fuel		
Public Transportation		
Health Insurance (portion not covered by employer or taken out of gross pay)		
Other Healthcare Expenses		
Student Loan Payments		
Credit Card Debt Payments		
Other Debt Payments		
Personal Care Attendant		
Eldercare		
Childcare / Child Support Payments		
Groceries and Household Supplies		
Eating Out or Take-Out		
Service Animal Expenses		
Pet Care		
Personal Expenses		
Entertainment		
Other:		
Other:		
<b>Total Spending</b> (add up rows above)		

## Apply It: My Monthly Expense Log *continued*

Table for Calculating Monthly Amounts

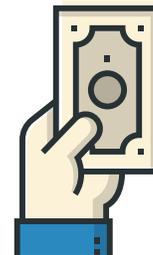
Frequency: How often you save, share or spend	Do this first Then enter into the Log
Annual (once per year)	Divide by 12
Semi-annual (twice per year)	Divide by 6
Quarterly (four times per year)	Divide by 3
Monthly (once per month)	Use as-is
Bimonthly (twice per month)	Multiply by 2
Biweekly (every two weeks)	Multiply by 26 and then divide by 12
Weekly (every week)	Multiply by 52 and then divide by 12



**SAVE**



**SHARE**



**SPEND**

## Managing Your Expenses

Managing your expenses helps you avoid:

- Late fees
- Interest on unpaid balances
- Negative credit report entries
- Loss of services
- Additional charges associated with loss of services

### Ways to Pay Bills

There can be different ways to pay bills:

- In person
- By mail
- Electronically
- With a mobile app

**Be sure you know what fees you could be charged, depending on how you decide to pay your bills.**

Consider using a monthly payment calendar on paper or a mobile app to keep track of your bills and how you pay them.

If you use a monthly payment calendar:

- Write down when you need to mail, send electronically, or pay an expense in person. This will probably be before the actual due date.
- If you plan to pay your bill by mail, enter the expense as due on your monthly payment calendar several days before it's actually due to allow for mail time.
- If you plan to pay your bill in person or using automatic payment, an online bill payment service, or a mobile app, enter the expense as due two to three days before it's actually due to allow for processing time.

Sometimes, you can pay bills online, in person, or with a mobile app on the same day they are due without paying a penalty.

**The person or business you owe money to must receive your payment by the due date. Receipt by the due date is what counts—not the postmark or when you mail the payment.**





## Try It: Making a Monthly Payment Calendar

Read the scenario and Juan Carlo's List of Monthly Payments. Then complete Juan Carlo's Monthly Payment Calendar on the next page by writing in when he should be paying which bills.

### Scenario: Juan Carlo Uses a Monthly Payment Calendar to Take Charge of His Bills

A few years ago, it seemed to Juan Carlo like he could never get ahead on paying his bills. Paying late fees on one bill would mean that he did not have enough money to pay another bill on time.

Now Juan Carlo uses a monthly payment calendar to manage his spending. He first lists the expenses he must pay regularly. Then he completes a monthly payment calendar. The calendar reminds him when to make payments and helps him avoid being late. To ensure his family understands the financial priorities for the household, he posts the monthly payment calendar on the refrigerator.

Juan Carlo makes some payments a little early to avoid unexpected events and mail delays getting in the way of paying bills on time. For example, he pays his rent two days early, just in case he's busy on the day rent is due. For bills he pays by mail, he sends the payment seven days early to allow time for it to arrive. He set up some bills to be paid automatically from his credit card five days before they are due. He pays his credit card bill online the day before it's due.

It surprised Juan Carlo how important the monthly payment calendar has become to his family's finances. He feels more in control of his financial life. He smiled when his daughter made a miniature bill calendar for the refrigerator in her doll house.



### Juan Carlo's List of Monthly Payments

Monthly Payments	Monthly Amount	Due Date	Payment Method
Rent	\$845	Due 10/1	In-person
Car payment	\$145	Due 10/8	Mail
Student loan payment	\$120	Due 10/15	Mail
Phone bill	\$70	Due 10/17	Automatic payment from credit card
Credit card payment	\$170	Due 10/20	Paid online
Car insurance	\$100	Due 10/27	Automatic payment from credit card

### Try It: Making a Monthly Payment Calendar *continued*

#### Juan Carlo's Monthly Payment Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/28	9/29	9/30	10/1	10/2	10/3	10/4
10/5	10/6	10/7	10/8	10/9	10/10	10/11
10/12	10/13	10/14	10/15	10/16	10/17	10/18
10/19	10/20	10/21	10/22	10/23	10/24	10/25
10/26	10/27	10/28	10/29	10/30	10/31	11/1



### Remember the Key Takeaway

Understand your expenses. That will help you decide how to save, share, and spend your income.

# Module Closing

## ★ Remember the Key Takeaways

Section	Key Takeaway
1: Income	Understand your income. That is the first step to using it to meet your needs.
2: Expenses	Understand your expenses. That will help you decide how to save, share, and spend your income.

## Take Action

You are more likely to take action if you commit to **taking action now**. One way to commit is to think about what you plan to do because of what you learned today. Then write it down.

### What will I do?

### How will I do it?

### Will I share my plans with anyone? If so, who?

## Where to Get More Information or Help

Visit **MyMoney.gov** for additional resources and information on income and expenses.

For more information about public benefits and eligibility requirements, visit **www.benefits.gov**. You can use a confidential eligibility tool at that site to see if you qualify for some federally funded programs. You may also want to explore eligibility for other benefits, such as benefits for veterans and benefits from your employer.

Using a local workforce development program might help you develop skills to fill high-demand jobs and increase your income over the long term. To find workforce development programs, start by visiting **www.careeronestop.org**.

You may be eligible for various tax credits that can increase your net income. Consider getting free tax preparation assistance through the Volunteer Income Tax Assistance Program or VITA. Go to **www.irs.gov** and search for "VITA."

For help with your energy bills, find assistance in your state and community by visiting **https://liheapch.acf.hhs.gov/help**.

In many communities, you can call 2-1-1 to find helpful local resources, such as child care, food and clothing banks, and health care.

---

If you have a question about a banking product, ask a customer service representative at the financial institution for help.

If you have a concern, explain to the customer service representative what happened and what you would like them to do to correct the situation. If that does not help, consider contacting the federal regulator for that financial institution.

To find out who regulates the financial institution, call the FDIC toll-free at 1-877-ASK-FDIC (1-877-275-3342) or visit **www.fdic.gov/consumers/assistance/filecomplaint.html**.

PAGE INTENTIONALLY  
LEFT BLANK

# Pre-Training Survey

Your instructor may ask you to complete this pre-training survey before the training begins.

Please answer these questions:

- |  |                      |       |
|--|----------------------|-------|
| 1. Net income is how much you earn before taxes and deductions.            | True                 | False |
| 2. There are only two ways to receive income: cash or check.               | True                 | False |
| 3. There are only two ways to pay bills: in person or mailing a check.     | True                 | False |
| 4. Income includes:  |                      |       |
| a. Money from working  | d. Tips              |       |
| b. Public benefits that provide cash assistance                            | e. Income tax        |       |
| c. Cash gifts  | f. All of the above  |       |
| 5. Paycheck deductions may include:  |                      |       |
| a. Withholding for federal income taxes                                    | d. Health Insurance  |       |
| b. Social Security   | e. None of the above |       |
| c. Medicare  | f. All of the above  |       |
| 6. Will garnishment of your wages increase or decrease your take-home pay? |                      |       |
| a. Increase  |                      |       |
| b. Decrease  |                      |       |

PAGE INTENTIONALLY  
LEFT BLANK

# Post-Training Survey

Your instructor may ask you to complete this post-training survey after the training ends.

Please answer these questions:

- 1. Net income is how much you earn before taxes and deductions. True False
- 2. There are only two ways to receive income: cash or check. True False
- 3. There are only two ways to pay bills: in person or mailing a check. True False
- 4. Income includes:
  - a. Money from working
  - b. Public benefits that provide cash assistance
  - c. Cash gifts
  - d. Tips
  - e. Income tax
  - f. All of the above
- 5. Paycheck deductions may include:
  - a. Withholding for federal income taxes
  - b. Social Security
  - c. Medicare
  - d. Health Insurance
  - e. None of the above
  - f. All of the above
- 6. Will garnishment of your wages increase or decrease your take-home pay?
  - a. Increase
  - b. Decrease

## About the Training

Check the box that best describes your agreement or disagreement with each of these statements.

	Completely agree	Somewhat agree	Somewhat disagree	Completely disagree
7. I would recommend this training to others.				
8. I plan to apply what was discussed in this training to my life.				
9. The instructor used engaging training activities that kept me interested.				
10. The instructor was knowledgeable and well prepared.				
11. The Participant Guide is clear and helpful.				

PAGE INTENTIONALLY  
LEFT BLANK

PAGE INTENTIONALLY  
LEFT BLANK

Visit the FDIC's website at [www.fdic.gov/education](http://www.fdic.gov/education) for more information and resources on banking-related issues. For example, FDIC Consumer News provides practical hints and guidance on how to become a smarter, safer user of financial services. Also, the FDIC's Consumer Response Center is responsible for:

- Investigating all types of consumer complaints about FDIC-supervised institutions
- Responding to consumer inquiries about consumer laws and regulations and banking practices

**You can also call the FDIC for information and assistance at  
877-ASK-FDIC (877-275-3342).**



**MONEY SMART for Adults**  
**PARTICIPANT GUIDE**  
**Module 3: Your Income and Expenses**

September 2018  
[www.fdic.gov/education](http://www.fdic.gov/education)