

Starting Off **RIGHT**

Numerica's Financial Education Program



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A note from your Financial Education team

It is often said that you will always have a relationship with money, so you might as well make it a good one. Through the lessons that are learned in this course, students will gain the financial tools to help them lead a successful financial life.

Numerica is committed to fostering well-being, and that starts with financial education for our community's kids. Let's start the financial conversations today, so youth have a positive relationship with money for tomorrow.

Questions? Comments? We want to hear from you!

FinancialEd@numericacu.com

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This is a great opportunity to put the skills you learned to work. You will get hands-on experience executing a budget based on your financial decisions.

S.M.A.R.T. Goals

S.M.A.R.T. Goals



What's your money saving goal?

- Prom
- A car
- Camp
- Moving out
- Giving back to charity
- Going to college
- _____

Goals should be **Specific**, **Measurable**, **Attainable**, **Relevant**, and have a **Time-frame**. We like to refer to these types of goals as SMART Goals. Use the provided sheet to reach your goals in no time!

Specific – detailed outcomes

The goal should state what your goal is and why it's your goal.

Measurable – measurement

To achieve objectives, you must be able to observe and measure your progress.

Attainable – realistic

Goals should challenge you to do your best, but they should also be achievable.

Relevant – significance

Why do you want to reach this goal?

Time-frame – answers

When will you complete goal? Deadlines help you to work harder to get a task completed.

Please be as detailed as possible. Writing down your goals will help you achieve them. If you have a clear picture in your head of where you want to go and how you want to get there, you will get there much faster.

GOAL: Buy a \$2,000 car

S M A R T

<p>Specific</p>	<ul style="list-style-type: none"> • What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What could hold me back? 	<ul style="list-style-type: none"> • Buying a car • To get to work • Getting a job • Transportation
<p>Measurable</p>	<ul style="list-style-type: none"> • How will I track my progress? 	<ul style="list-style-type: none"> • In the next 2 months I will save \$500 • In 4 months I will have \$1,500 • In 6 months I will have \$2,000
<p>Attainable</p>	<ul style="list-style-type: none"> • How can the goal be accomplished? • What are the logical steps I should take? 	<ul style="list-style-type: none"> • I will put away \$8.50 each day into a savings account • Open a savings account
<p>Relevant</p>	<ul style="list-style-type: none"> • Is this a worthwhile goal? • Do I have the necessary resources to accomplish this goal? • Is this goal in line with my long term objective? 	<ul style="list-style-type: none"> • If I have a car, I can work more hours and earn more money • I will also be able to help my Mom with my siblings
<p>Time frame</p>	<ul style="list-style-type: none"> • How long will it take to accomplish this goal? • When am I going to work on this goal? 	<ul style="list-style-type: none"> • I want to achieve this goal in the next 6 months • I will work on this goal every day

GOAL:

S M A R T

Specific	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What could hold me back?	
Measurable	<ul style="list-style-type: none">• How will I track my progress?	
Attainable	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
Relevant	<ul style="list-style-type: none">• Is this a worthwhile goal?• Do I have the necessary resources to accomplish this goal?• Is this goal in line with my long term objective?	
Time frame	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When am I going to work on this goal?	

Notes



Notes

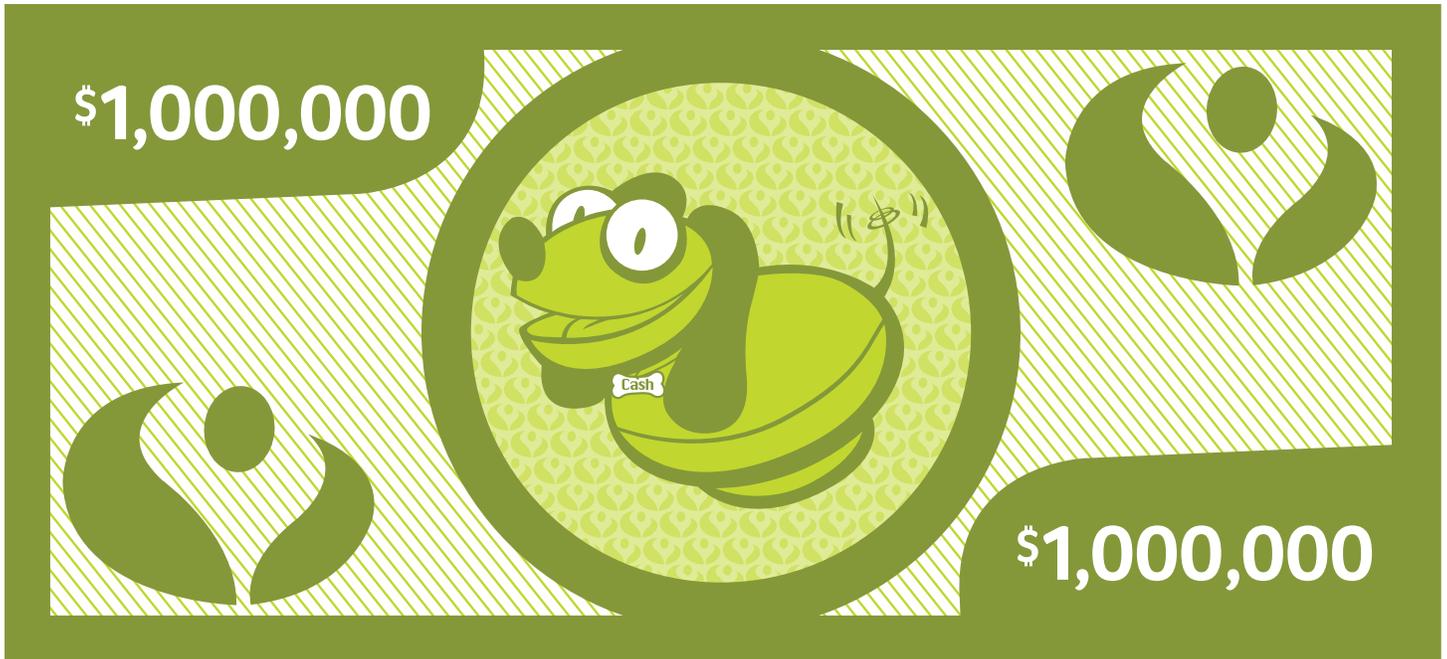


Budgeting

Million Dollar Bill



You just won a million dollars!



Write down everything you would buy:

Wants vs Needs



You just graduated from high school. You'll be working all summer to save as much as possible for your first year of college in the fall. You've already been hired at a local restaurant. They have promised you 40 hours per week, through the summer, with an opportunity to stay on part-time after summer. You'll earn \$13.50 an hour plus \$100 in tips every two weeks. After payroll taxes your pay checks will total \$1,126.40 every two weeks. For the summer, you will be renting a studio from a friend of your family until school starts and you move into the dorm. Your rent will be \$200 per month, all utilities included, as long as you mow the lawn for them every weekend. You happily agree and decide to make a budget to plan your finances for the summer and fall.

First, make a list of needs verses wants. In order to spend wisely you need to separate your needs from your wants. This is an important part of learning to manage your money.

Below is a list of items you will be spending money on. Divide the expenses between needs and wants.

- Rent
- Gas
- Emergency saving
- Smart phone/plan
- Car insurance
- First semester books
- Eating out
- Gym membership
- Groceries
- Haircuts
- Entertainment (movies, concerts, bowling, etc.)
- Clothing
- Car maintenance
- Unexpected expenses
- Weekly cash allowance (coffee, small unexpected)
- Non-smart phone plan (call & text only)

NEEDS	WANTS

Pay Yourself First



When it comes to saving, think of it as paying yourself first. Saving money doesn't have to be a daunting task. Setting a saving goal, can really help to keep you on task. Are you saving up for a big trip? Do you want to go to college? Are you trying to buy your first car? Whatever your goal may be, creating great saving habits will help you achieve your financial goals.

Let's look at how saving can make a difference as you start making more money.

If you made...	\$13.50/hour (waiter/waitress, lawn care, cashier)	\$15/hour (teller, customer service, data entry)	\$28/hour (retail store manager, entry level corporate jobs)
And saved 10% each week. (40 hours x 52 weeks) after taxes			
At the end of the year you would have...	\$2,471.04	\$2,808	\$4,775.68

Think of how much money you could save in a year! Even if you were to save one quarter a day, in one year you would have \$91.25. Savings is all about finding ways to save as much as possible, as often as possible.

Figuring out what's the best way to save is up to you. If you are tech-savvy, you may find that creating a spreadsheet works best. If you prefer writing things down, keeping a savings journal might work best for you. If you are more of a visual saver, you may want to consider the envelope method.

The concept behind the envelope method is to distribute your paycheck into the appropriate buckets. The envelopes help you keep track of your money and puts a limit on your spending! For example, once you've used all of the funds in the "fun money" envelope, that's it. No more spending, because you are out of funds. The cool thing about the envelopes is that they're customizable and you can visually see where your money is going. This is a great aid if you are the type of spender who mindlessly uses their debit or credit card without thinking. Once the envelope is empty, your spending must stop.



Pay Yourself



Prefer managing your finances online? Have no fear, you can still use the envelope method, you can do it digitally. Start by opening up additional savings accounts, nickname them fun money, savings, vacation, emergency fund, etc. Then transfer the funds accordingly.

Savings really comes down to what type of spender you are! It's all about being self-aware. If you know it's easier for you to spend cash, limit how much cash you have on hand. If it's easier for you to swipe your card for purchases, consider carrying cash to limit your spending.

Money Saving Tips

There are so many resources out there to help you save money and be more money conscious! The sooner you figure out what works best for you, the quicker you will reach your saving goals. At the end of the day, it's all about making your money work for you.

- Look for apps that help you save money without thinking about it. There are apps available that will round up your purchases and put the extra change into a savings account.
- Think about your purchases in terms of how many hours you had to work to pay for the item. If you see a \$30 sweater you can't live without, but you make minimum wage, ask yourself, "Is it worth working for three to four hours to pay for it?"
- Out of sight, out of mind! Not seeing the money you are saving, could help you be less tempted to spend it. Set up a separate account that you don't have debit card access to. Transfer savings each month into this account.
- Set up overdraft alerts and balance reminders. This will help prevent you from overspending and possibly racking up fees.
- Cut down on your daily habits. That \$7 Starbucks coffee adds up really quick! Consider other substitutes or ways to get that caffeine fix without hurting your finances.
- Become a master meal prepper. Making your lunch at home could save you hundreds of dollars a month!
- Even after you've paid off a bill, keep making that payment to yourself. If every month, you have budgeted \$200 towards your car payment and you finally pay off that car, put that \$200 to your savings account. This way you are saving money you have already budgeted for.
- Find a side hustle. Put the money you earn solely into your savings.
- Try the 50/30/20 budgeting rule. Allocate 50% of your income to your needs such as housing, food, utilities, transportation, etc. Put 30% towards your wants like shopping, going out, and hobbies. Save the 20% of the remainder of your income.

Moving Out on Your Own: Now You're an Adult!



Questions to Ask When Renting:

- How much is the apartment per month?
- Are the utilities included?
- How long is the lease?
- How much is the security deposit?
- How much do people typically get back at the end of their lease?
- Will you have a roommate?
- How will bills be divided? (Get this in writing.)
- Will you need a co-signer?

If you make \$13.50 an hour and work 40 hours a week you will earn \$2,160 a month. Subtracting 12% for taxes leaves you \$1,900 a month.

$\$13.50 \times 40 \text{ hours} = \$540 \times 4 \text{ weeks} = \$2,160$ for a total of \$25,920 (52 weeks x \$500) per year before taxes.

Creating a Monthly Budget:

Your net income	\$1,900		
Rent (with roommate)	\$700	=	\$1,200
Utilities	\$100	=	\$1,100
Gas	\$120	=	\$980
Food	\$300	=	\$680
Laundry	\$35	=	\$645
Cell phone	\$40	=	\$605
Car insurance	\$150	=	\$455
Household	\$100	=	\$355
Entertainment	\$100	=	\$255
Renter's insurance	\$13	=	\$242
Car repair fund	\$25	=	\$217
Personal care	\$65	=	\$152
Internet/cable	\$50	=	\$102
Savings	\$102	=	\$0

What are some other things you might need to budget for?

- Pet care
 - Child care
 - School expenses
 - Medical bills
 - Fees
(Once your account goes negative, you could start to acquire fees.)
 - Clothing
 - Gym
- Moving out on your own can be exciting, but scary at the same time. Having a budget in mind before you set out on your own will prove to be critical to your financial success.
- *This a sample budget.
Some items may cost more or less than listed.

Check List: Just the Basics

- Couch - \$100 used
- Dining room table - \$40 used
- 4 chairs - \$40 used
- Bed - \$0 if you own
- Night stand - \$15 used
- Dresser - \$0 if you own
- TV stand- \$35 new or \$0 for milk cartons
- Toolkit - \$35 new
- First-aid kit - \$20 new
- Television - depends, let's say \$200
- DVD/Blu-ray player - \$50 new
- PS4 / Xbox One - \$400 new
- Doormat - \$15 new
- Decorations - \$100-\$400 depends on your style
- Blankets or throws - \$100ish
- Lamp - \$30 new
- Extension cords - \$15 new
- Silverware - \$45 new
- Plates - \$20 new
- Bowls - \$20 new
- Cups - \$20 new
- Mugs - \$20 new
- Spatulas - \$5
- Knives - \$45 new
- Cutting board - \$10 new
- Can opener - \$5 new
- Tupperware - \$15 new
- Pots - \$40 new
- Pans - \$40 new
- Dish rack - \$10 new
- Sponges - \$5 new
- Ziploc bags - \$5
- Freezer bags - \$5
- Ice tray - \$1 Dollar Store
- Garbage can - \$45 new
- Crockpot - \$25 new
- Peeler - \$1 Dollar Store
- Grater - \$1 Dollar Store
- Measuring cups - \$1 Dollar Store
- Measuring spoons - \$1 Dollar Store
- Baking sheet - \$10 new
- Foil - \$1 Dollar Store
- Plastic wrap - \$1 Dollar Store
- Blender - \$30 new
- Laundry soap - \$15
- Towels - \$45 new
- Plunger - \$15 new
- Cleaning supplies - \$45
- Coffee pot - \$35 new
- Renter's insurance - \$13 a month
- Personal hygiene items - \$45
- Starter food - (condiments, ramen, spices, etc.) \$200

If you go off of this list, which is a low guesstimate of the cost of these items, you would be at \$2,035 to get your apartment set up. Hopefully mom, dad or grandma has some extras to help get you started!

*This is a suggested list. Some items may cost more or less than listed.

Are you budget savvy?

Test your knowledge



Circle One

- | | | |
|------|-------|---|
| True | False | 1. Understanding the difference between wants and needs is the first step to getting a hold of your budget. |
| True | False | 2. It is important that you write down every penny you spend in order to properly assess where you are spending your money. |
| True | False | 3. You do not need a credit score to rent a house or an apartment. |
| True | False | 4. Many of the things that you will need when you first start off can be purchased used or second hand. |
| True | False | 5. A cosigner is someone who uses their credit to help another person get a loan or housing. |
| True | False | 6. Your savings account should be a bill in your budget. |
| True | False | 7. You only live once, so it's okay to live beyond your means. |
| True | False | 8. Most people spend more eating out, then they budget for. |
| True | False | 9. Wants vs Needs can vary drastically based on the individual. |
| True | False | 10. Sticking to a budget is hard, you should give up if the first month is a flop. |
| True | False | 11. Banks typically charge higher fees than credit unions. |
| True | False | 12. You should aim to save 20% of your income. |
| True | False | 13. The envelope method is a great way to track your spending. |
| True | False | 14. For some people, having two financial institutions, one for spending and one for saving is the best way to go. |
| True | False | 15. Sometimes, budgets can't be cut. You may have to start a side hustle. |

Notes



Notes



Credit

Credit Unions vs Banks



Credit Unions vs Banks

Credit unions and banks both offer similar products, (saving, checking, loans, and financial services) but they are very different.

A credit union is a cooperative, which means it is owned and operated by its members, as opposed to being owned by stockholders like a bank. This means that any earnings are given back to their members in the form of lower loan interest rates, and higher rates on interest-earning accounts. Credit unions charge less fees than a bank.

Credit unions are democratically ran by a volunteer board of directors. Their goal is to do what is in the best interest of their members. Credit unions put a big focus of giving back to the communities they serve.

If you have a blemished credit history, issues with your employment, or lack a large deposit, most banks will deny you a loan or credit card. Credit unions are local and are more willing to work with you, even if you have a troubled financial past. A credit union may also make exceptions for existing members in good standing, should any unexpected issues arise with your application for a loan or credit.

Becoming a Member

What should you bring with you to open an account?

- Social Security Number
- Valid State or Government Issued Photo Identification
- Date of Birth
- Physical Address

To be a Numerica Credit Union member, you must live, work or worship in our member service area or be related by blood or marriage to, or reside with, a person eligible for membership. Federally Insured by NCUA.

“You’ll always have a relationship with money. You might as well make it a good one!”

Activity **Circle the best answer:**

Member Owned	Stockholder Owned	Typically offers lower interest rates on loans	Typically offers higher interest rates on deposits
Bank Credit Union	Bank Credit Union	Bank Credit Union	Bank Credit Union

Keywords in the Credit World



Annual Fee – A fee you pay each year to have a specific card. Typically applies to a rewards card that gives airline miles, cash back or other gifts for using the card.

Cash-Advance Fee – A fee for taking out cash on your credit card. The interest rate will be very high. Try to avoid this!

Credit Limit – The amount of money you can borrow at any one time. If you go over that limit you may be charged a fee.

Grace Period – The amount of time that is given before interest kicks in. If you can pay your balance in full, make sure you do so within your grace period.

Balance Transfer Fee – The fee you might pay to move a balance on a high interest rate card to one with a lower rate.

Basic Card – Your standard Visa® or MasterCard®. There is a set limit that allows you to charge purchases and make monthly payments. Accepted where Visa and MasterCard are accepted.

Premium Card – Offers higher credit limits and may include a rewards program, cash back or airline miles. These cards may have an annual fee.

Retail Card – Accepted at the store where it was issued. You may receive a store discount for using this card. These cards often have very high interest rates.

Gas Card – Used only for gas and typically only with one fuel company. (Example: Exxon card can be used only at Exxon station.)

Secured Card – This card is “secured” by things of value that you own or assets. Often this is a deposit of cash. This is a great way for people who have no credit or damaged credit, to build or rebuild their credit.

Mortgages Loans – Lending money with interest from financial institutions to buy homes for an extended time. If you fall behind on loan payments for an extended time, you risk foreclosure. Mortgages have some of the lowest interest rates of any loans.

Student Loans – Borrowing of money by students or their families to help cover the cost of college. There are two main types of lenders of student loans: the Federal Government and private lenders. Federally funded loans typically come with lower interest rates and more borrower-friendly repayment terms. Typically, you will start making loan payments once you have completed school. If you can make payments while in school, you will have less debt when you graduate.

Auto Loans – A loan for the purpose of buying a car. These types of loans come from your financial institution or from the car dealership directly. You risk losing the car if you miss payments.

Personal Loans – Used for any personal expenses. Could be used to consolidate high interest rate loans. Personal loan terms (the length of the loan) depend on your credit history.

Payday Loans – Short-term, VERY high-interest loans designed to bridge the gap from one paycheck to the next. They are predominantly used by repeat borrowers living paycheck to paycheck. Try to avoid this type of loan.

Debt Collector & Collection Agencies

When lenders don't receive payment of a loan for an extended period of time, they often find another company (or an affiliate company) to collect the past-due amount. Sometimes a collector will agree with a lender to collect the debt in exchange for a fee or for a percentage of the money collected as payment. Or a third party will purchase your debt from the creditor for less than you owe, and then attempt to collect the full amount from you. Having debt sent to a collection agency is very damaging to your credit score and will impact your score negatively for seven years.

Credit: We're gonna explain it



The good things about credit

Convenience – It's easier to carry a credit card than large sums of cash in your pocket!

Protection – Buying items with a credit card creates a paper trail. This helps if there is a problem with your purchase. You are also protected against fraudulent charges.

Emergencies – With a credit card, you have access to additional funds in an emergency.

Opportunity – Using credit responsibly is the best way to build your credit score. Without a credit score you may miss out on your dream job, house, or car.

Why good credit is important

If you are planning on buying a car, your interest rate and approval for that loan are based on your credit score.

Many employers now pull a credit report during the hiring process.

Your credit score is like a report card of your trustworthiness. It shows that you have taken on a debt with the promise to pay it back. If you do not make good on that promise, it impacts your trustworthiness; not only to the creditor but to potential employers.

If you are looking at buying or renting a house, your credit will be pulled. Your interest rate on a mortgage is affected by your credit score.

If you plan on opening a business, you will need to have a credit score.

The risky side of credit

Interest – The amount you pay for the convenience of using credit. This makes things much more expensive than paying cash. Some interest rates go as high as 29.90%!

Overspending – Let's keep it simple. You buy items you can't afford with credit, further increasing the amount you owe. Do you really need those new shoes?

Debt – The amount you owe to lenders. If you take on too much debt, it can derail your financial plan and your future.

Identity Theft – When someone uses your personal information to mimic you. Each time you give out your credit card numbers or Social Security number, you're at risk for someone stealing that information to run up debt in your name, committing fraud.

Bonuses – Some credit cards offer bonus points, frequent-flyer miles, or cash rebates for every dollar you spend. You often pay more for these perks through higher interest rates or annual fees. Make sure you read the fine print on these offers.

Tips & Tricks

- Get a Visa® card from your local credit union or bank. This will allow you to use your Visa for gas or small purchases and pay it off each month. You're not carrying a balance, but getting positive report to the credit bureau.
- If you can't pay your balance in full each month, make more than the minimum payment. This will help you pay down debt much faster. Let's be realistic, most of us will have some debt in our lives.
- Set up a plan to pay down debt.
- Call your creditors and ask for lower interest rates.
- Falling behind on payments? Pick up the phone and call your creditors. Ask for help.

Did you know?

47% of employers pull credit during the hiring process.

Debit vs Credit

What's the difference between debit and credit? How does a debit card differ from a credit card? While they have similar names, they do very different things. Don't worry, we'll break it down for you!

Transaction

Card

Debit

A debit is when you withdraw money from your checking or savings account. When you swipe your debit card or write a check at a store, you are taking money from your account. You would **deduct** that amount from your account balance in your register.

Where	Debit (-)	Credit (+)	Total
-	-	-	\$1500.00
Grocery	\$100.00		\$1400.00
Gas	\$45.00		\$1355.00

A debit card allows you to swipe/dip your card at a store or ATM to access money in your checking account. This action will **deduct or subtract** money from your account to cover the cost of the transaction. If you do not have enough funds to cover a transaction, your card may be declined. Debit transactions **don't** create a credit score.



Credit

A credit is when you deposit money into your account. This includes direct deposit. When you are depositing money into your account you will want to **add** the dollar amount to the running total.

Where	Debit (-)	Credit (+)	Total
-	-	-	\$1500.00
Paycheck	-	\$1100.00	\$2600.00
Gas	\$45.00		\$2555.00

A credit card allows you to make purchases using a pre-approved amount of money called your credit limit. You are borrowing money that you will have to pay back with interest. Credit cards can be used for an emergency, or if you don't have enough funds in your checking/debit account. A credit card **doesn't** use funds from your checking or savings account. Credit cards **do** impact your credit score.



There you have it, credits and debits!

Credit Score



Credit is tricky – and can be hard to understand. If we think of it like a report card, A's are good and F's are bad.

The more A's you have on your credit report, the better your score will be!

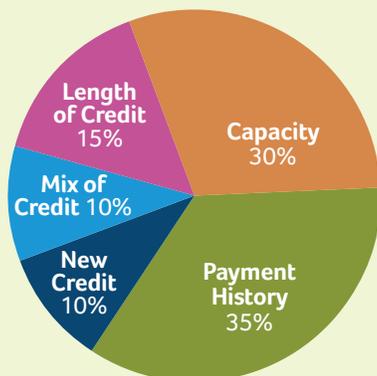
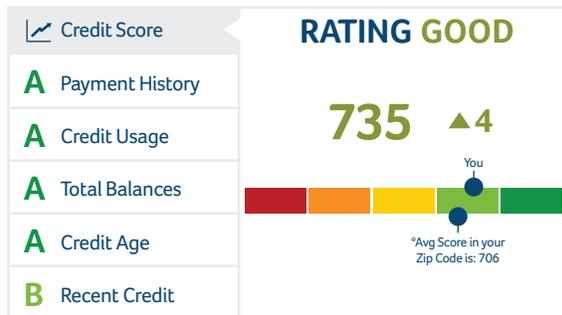
With a higher score comes lower interest rates on borrowed money.

With your credit score, it is use it or lose it. Once you have built that great credit score, it's important to continue to use credit wisely.

Currently have debt? The best thing you can do is stop creating more debt. It's hard to get out of debt if you continue to add more.

The interest rate that you receive on loans is based on your credit score.

A Secured Visa might be the best place to start to rebuild credit. With a Secured card, you will need some type of collateral to secure the loan.



Your credit score is based on five main categories.

FICO® SCORE BREAKDOWN

Credit Score



Payment History

Credit Score	Accounts in Good Standing 100%	Late Payments in Last 12 Months 0
A Payment History		
A Credit Usage		
A Total Balances		
A Credit Age		
B Recent Credit		

Your payment history makes up 35% of your credit score! That means just by paying your bills on time you will have a big boost to your score. However, paying your bills late will have a huge negative impact on your score.

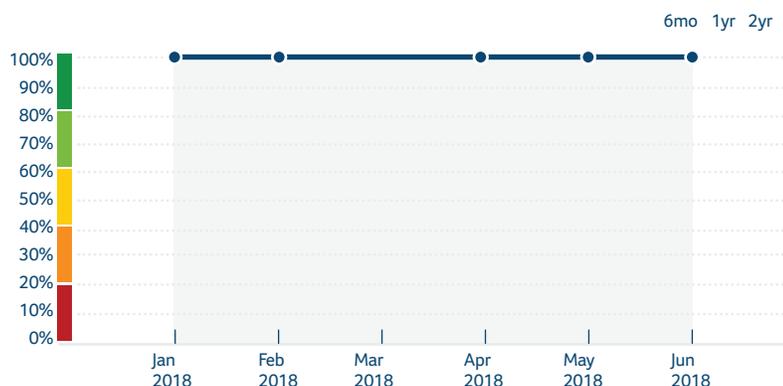
Payday loans don't increase your credit score. Most payday lenders only report to credit if you miss a payment.

It can take anywhere between nine months, up to seven years to rebuild your credit after a missed payment of at least 30 days.

Missing one payment can drop your score by as much as 100 points.

Annual percentage rates (APR) can be as high as 29.99% on some credit cards or loans. If you are making your payments on time and have a good credit score, often you can negotiate the rate down.

PERCENT OF ACCOUNTS IN GOOD STANDING



Interesting Interest Facts

Earning Interest – Depositing (putting money into an account) is like lending money to the bank or credit union. They'll use your cash to make loans to other members. The bank or credit union will pay you interest, based on the amount you have in savings, CDs and sometimes your checking accounts. Credit unions typically offer higher rates of return on deposited funds.

Paying Interest – The interest rate you pay depends on several things, credit score, length of the loan, and the current market rates. In a nutshell, paying interest is like paying an additional fee to borrow money. Credit unions typically will offer much lower interest loan rates.

Credit Score



Credit Usage

📈 Credit Score		
A Payment History		
A Credit Usage	Usage on credit cards 24%	Usage on retail cards 12%
A Total Balances		
A Credit Age		
B Recent Credit		

What you owe vs what you have available to you.

Keeping your usage under 30% will create a higher score.

Having items in collections negatively impacts your credit score. Try to work with your creditors if you are having issues making payments before it goes to collections.

Having too much debt can be a drain of your physical and mental health.

If you're in a spot where you are struggling to pay your bills on time, call the financial institution. Explain what is happening and see what tools might be available to you.

Having too many cards with too high of balances could prevent you from owning your dream home.

Remember, if you miss a payment or make a payment late, there could be a fee attached.

If you go over your credit limit, most credit cards will charge you a fee.

TOTAL CREDIT UTILIZATION

\$47,520	TOTAL CREDIT LIMIT
\$11,203	TOTAL BALANCES
\$36,317	AVAILABLE CREDIT

Total Balances

📈 Credit Score		
A Payment History		
A Credit Usage		
A Total Balances	Credit Card Balances \$9,005	Delinquent Balances \$0
A Credit Age		
B Recent Credit		



Credit Score



Credit Age

📈 Credit Score		
A Payment History		
A Credit Usage		
A Total Balances		
A Credit Age	Oldest Account 19 Years 6 Months	Average Age of Credit 7 Years 10 Months
B Recent Credit		

On average how long have you had your credit cards? You can determine this by adding together the length of time you have had each card and then dividing by the total number of cards.

Credit Card #1-19 years 6 months
 Credit Card #2-2 years
 Average Age-7 years 10 months

If I added new trade lines
 Credit Card #1-10 years
 Credit Card #2-2 years
 Credit Card #3-0 years
 Credit Card #4-0 years
 Credit Card #5-0 years
 Credit Card #6-0 years

New Average-2 years

Closing cards and opening new ones can negatively affect your score.

Recent Credit

📈 Credit Score		
A Payment History		
A Credit Usage		
A Total Balances		
A Credit Age		
B Recent Credit	Recent Inquiries 2	Last Inquiry May 2018

As you can see in this example, two inquiries in May dropped the grade from an A to a B. This is because credit was checked at some point in the month of May.

The longer the time in-between inquires the less impact the credit checks will have on your score.

Lenders are less likely to lend to someone with a lot of recent inquiries or new accounts.

If you are in the market for a new credit card, make sure that you are reading the fine print. Is there an annual fee? What are the rewards? What is the long term interest rate?

Keep it simple. Two to three credit cards is a great way to build credit. Limiting the number of cards you have helps curb your spending. The trick is to pay off the balance each month.

Credit Score



Minimum Payments vs Extra Payments

Furniture 4 Less

Your Account Statement

for June 21, 2017 to July 20, 2017

Inquiries?
 ☎ Call Customer Service at (800) 252-2551
 🌐 www.myonlineaccount.net

Summary of Account Activity	
Previous Balance	\$1,316.15
Payments and Credits	- \$120.00
Purchases and Other Charges	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,196.15
Statement Closing Date	Jul 20 2017
Days in Billing Cycle	30
Total Credit Limit	\$5,500.00
Available Credit	\$4,304.00

Payment Information		
New Balance	\$1,196.15	
Minimum Payment Due	\$42.00	
Payment Due Date	Aug 15 2017	
Late Payment Warning: If we do not receive your Minimum Payment by the date listed above, you may have to pay a late fee of up to \$37.		
Minimum Payment Warning: If you make only the Minimum Payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:		
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the minimum payment	24 years	\$3,296.00
\$50.11	3 years	\$1,803.96 (Savings = \$1,492.04)
If you would like information about credit counseling services, call (866) 550-6003.		

Summary of Promotional and Standard Balances							
Credit Plan #	Type of Balance	Initial Purchase Date	Promotion Expiration Date	Accrued Interest	Interest Charged	Outstanding Balance	Minimum Payment Due
22212-1	DEFERRED INTEREST WITH PMT	May 18 2017	May 15 2018	\$68.32	---	\$1,196.15	\$42.00
Your promotional offer expires on and must be paid in full by May 15, 2018 to avoid paying accrued interest charges. Unless you are on an Equal Payment plan, paying only the minimum monthly payment will not pay off the promotional balance by the promotion expiration date. Avoid accrued interest charges by paying more than the minimum monthly payment.							

- If you were to only make the minimum payment each month, it would take 24 years to pay off the balance of \$1,196.15. You would end up paying \$3,296 total!
- This is one of the few places where the promotional offer is mentioned. In this scenario, there was 0% interest financing for 12 months. If the full balance is not paid in full in 12 months, all of the accrued interest will be added at the end.
- One late payment would trigger a late fee of \$37. Be very careful with due dates to make sure you're not having to pay extra.
- Pay close attention to both of these numbers. The promotion expiration date is May 15th, up until this date the financing is interest free. The accrued interest is how much interest we will be added to our balance if you don't pay it in full. This will continue to increase each billing cycle.

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FE-PB-2022-01-20

Credit Score



Not all cards are created equally. Let's take a look at some offers that you might get in the mail. What card is right for you?

Some cards tell you the APR, while others make you look at the fine print.

Look for rewards for using the card or opening the account.

Transferring a balance.

Balance transfer fees (if applicable.)



Approval Odds[†]

N/A

The Hyatt Credit Card

★★★★★ 4 Reviews

Apply Now

Save Card

ANNUAL FEE	BALANCE TRANSFER INTRO APR	PURCHASE INTRO APR	REGULAR APR
\$75	N/A	N/A	17.49% - 24.49%* (Variable)



Approval Odds[†]

N/A

Citi ThankYou[®] Preferred Card for College Students

★★★★☆ 7 Reviews

Apply Now

Save Card

ANNUAL FEE	BALANCE TRANSFER INTRO APR	PURCHASE INTRO APR	REGULAR APR
\$0*	N/A	0% (7 Months)	16.24% - 26.24%* (Variable)

Start with 30,000 Bonus Miles

after you spend \$1,000 on purchases in the first 3 months your account is open*

\$0 Intro Annual Fee for the first year, then \$95[†]



APPLY NOW

^{*}Offer Details | [†]Pricing and Terms

Limited time!

Open a Walmart Credit Card online & get a \$75 Walmart eGift Card+

PLUS Save 10% (up to \$25) on purchases today with your new account, paid as a statement credit.*

Purchases receiving 10% discount do not qualify for rewards.

Subject to credit approval. Restrictions apply. + Offer ends Jan. 27, 2017 at 11:59 PM ET. * See details below.

Credit card information was gathered from <https://www.creditkarma.com/>.

Credit Score



Evaluating APR

INTEREST RATES AND INTEREST CHARGES	
Purchase Annual Percentage Rate (APR)	15.99% . This APR will vary with the market based on the Prime Rate. ^a
Balance Transfer APR	15.99% . This APR will vary with the market based on the Prime Rate. ^a
Cash Advance APR	19.24% . This APR will vary with the market based on the Prime Rate. ^b
Overdraft Advance APR	19.24% . This APR will vary with the market based on the Prime Rate. ^b
Penalty APR and When It Applies	<p>29.99%. This APR will vary with the market based on the Prime Rate.^c The Penalty APR will be applicable to your Account if you:</p> <ul style="list-style-type: none"> fail to make any Minimum Payment by the date and time due (late payment); make a payment to us that is returned unpaid; or do any of the above or exceed your credit limit on another account or loan you have with us or any of our related banks. <p>How Long Will the Penalty APR Apply: If your APRs are increased for any of these reasons, the Penalty APR will apply indefinitely.</p>
How to Avoid Paying Interest on Purchases	Your due date will be a minimum of 21 days after the close of each billing cycle. We will not charge you periodic interest on purchases if you pay your entire balance by the due date each month. We will begin charging interest on balance transfers, cash advances, and overdraft advances on the transaction date.
Minimum Interest Charge	None
Credit Card Tips from the Consumer Financial Protection Bureau	To learn more about factors to consider when applying for or using a credit card, visit the website of the Consumer Financial Protection Bureau at http://www.consumerfinance.gov/learnmore .

← Cards have different Annual Percentage Rate (APR) based on the type of card and the state of the parent company.

← Missing a payment could mean

← What is your grace period?

FEES	
Annual Membership Fee	\$0 Intro fee for the first year. After that, \$95
Transaction Fees	
Balance Transfers	Either \$5 or 3% of the amount of each transfer, whichever is greater.
Cash Advances	Either \$10 or 5% of the amount of each transaction, whichever is greater.
Foreign Transactions	None
Penalty Fees	
Late Payment	Up to \$15 if the balance is less than \$100; up to \$25 if the balance is \$100 to less than \$250; up to \$35 if the balance is \$250 or more.
Return Payment	Up to \$35 .
Return Check	Up to \$35 .

← Is there an annual membership fee? If yes, what is it? Are you using the benefits of the card? Does the fee make sense?

← What are the other fees?

Good Credit vs Bad Credit



Auto Loan

Buying a \$15,000 car with bad credit / no credit

Loan Amount	\$15,000
Loan Date	1/22/2020
Interest Rate	15.240%

Payment Count	60
Standard Payment	\$359
Final Payment Date	1/22/2025

Total Interest	\$6,524
Total of Payments	\$21,524

A higher APR is pretty standard for someone with poor or no credit.

Not quite as low of a payment as you thought you would get on a \$15,000 car?

A high interest rate means you could end up spending over 140% for that car.

Buying a \$15,000 car with good credit

Loan Amount	\$15,000
Loan Date	1/22/2020
Interest Rate	3.40%

Payment Count	60
Standard Payment	\$275
Final Payment Date	1/22/2025

Total Interest	\$1,332
Total of Payments	\$16,332

Same starting point.

This is a much better rate. It's amazing how different interest rates can be, JUST based off your credit score.

You'd pay almost \$100 a month less than you would with the high rate. That extra money could pay for some, if not all, of your car insurance, or shoes, or whatever. Or better yet, apply it to the principal and pay your car off faster.

Check out that difference! Over the whole life of the loan, you save 33% with a lower interest rate. Not a bad deal.

Good Credit vs Bad Credit



Home Loan

Buying a small house with bad credit / no credit

Loan Amount	\$200,000
Down Payment	\$40,000
Interest Rate	7.40%

Payment Count	360 (30 Years)
Standard Payment*	\$1,338.00

*This does not include: Insurance or Taxes

Total Interest	\$239,587.00
Total of Payments	\$399,587.00

Buying a small house with good credit

Loan Amount	\$200,000
Down Payment	\$40,000
Interest Rate	3.80%

Payment Count	360 (30 Years)
Standard Payment*	\$976.00

*This does not include: Insurance or Taxes

Total Interest	\$108,556.00
Total of Payments	\$268,556.24

Same starting point.

This is a pretty typical rate today.

What about paying extra?

Let's start by adding an extra \$10 per month.

Assuming you have a \$200,000 loan amount set at 3.80% on a 30-year fixed mortgage, that extra \$10 payment would save you \$3,025 over the full loan term. It would also shorten your mortgage by 8 months.

What if you put an extra \$25 towards your payment? You would reduce the total interest by \$7,242 and shave 18 months off your mortgage.

What about an extra house payment a year? Add \$100 a month and you reduce your term by nearly 6 years, while saving \$23,928 in interest. WOW!

Finance Terms



Match the following terms to its definition on the right.

- | | | |
|----------------------------|-------|--|
| A. Credit Card | _____ | Loan in which the borrower uses the equity of their home as collateral. This loan is most often used to finance major expenses such as home repairs, medical bills, or college education. This loan creates a lien against the borrower's house. |
| B. Auto Loan | _____ | A relatively small amount of money lent at a high rate of interest; on the agreement that it will be repaid when the borrower receives their next paycheck. |
| C. Pay Day Loan | _____ | The amount borrowed on a loan. |
| D. Toy Loan | _____ | Financial term used by lenders to express the ratio of a loan to the value of an asset purchased. |
| E. Student Loan | _____ | The amount charged by a lender to a borrower for the use of assets. |
| F. Mortgage Loan | _____ | A loan used in the purchase of an automobile. |
| G. Home Equity Loan | _____ | This is a type of loan in which property or real estate is purchased. |
| H. Loan to Value | _____ | Small plastic card issued by a credit union, bank, business, etc., allowing the holder to purchase goods or services on credit. |
| I. Interest | _____ | Type of loan that is used to purchase a 5th wheel, camper, ATV, motorcycle, etc. |
| J. Principal | _____ | Loan designed to help students pay for university tuition, books, and living expenses. |

2016 Honda Civic Sedan

MSRP: \$18,290

Financed through local credit union for 60 months

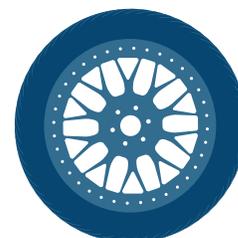


Buyer Profile: Beacon Score of 545 and saved up enough to put 3% down.

1. Calculate your down payment: \$ _____
2. If you save for one year, how much will you need to put aside each month to have your down payment?
\$ _____ /mo.
3. Using the chart below, what interest rate will you have? _____ %

Credit Score	Beacon Score	1 - 48 Months	49 - 78 Months	79 - 84 Months
1	730 and Above	3.24%		
2	680 - 729	3.99%		
3	640 - 679	5.99%		
4	600 - 639	7.74%	7.99%	8.49%
5	550 - 599	9.74%	10.49%	11.49%
6	549 and Below		13.99%	

4. Go to: numericacu.com/personal/loans/#auto to calculate your monthly payment.
 - a. How much is it? \$ _____ /mo.
 - b. What is the total amount you will pay for this loan? _____



2016 Honda Civic Sedan

MSRP: \$18,290

Financed through local credit union for 60 months

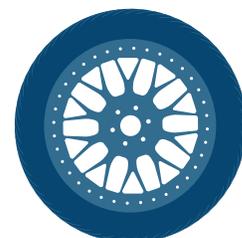


Buyer Profile: Beacon Score of 730 and saved up enough to put 3% down.

1. Calculate your down payment: \$ _____
2. If you save for one year, how much will you need to put aside each month to have your down payment?
\$ _____ /mo.
3. Using the chart below, what interest rate will you have? _____ %

Credit Score	Beacon Score	1 - 48 Months	49 - 78 Months	79 - 84 Months
1	730 and Above	3.24%		
2	680 - 729	3.99%		
3	640 - 679	5.99%		
4	600 - 639	7.74%	7.99%	8.49%
5	550 - 599	9.74%	10.49%	11.49%
6	549 and Below		13.99%	

4. Go to: numericacu.com/personal/loans/#auto to calculate your monthly payment.
 - a. How much is it? \$ _____ /mo.
 - b. What is the total amount you will pay for this loan? _____



The Cost of Payday Loans

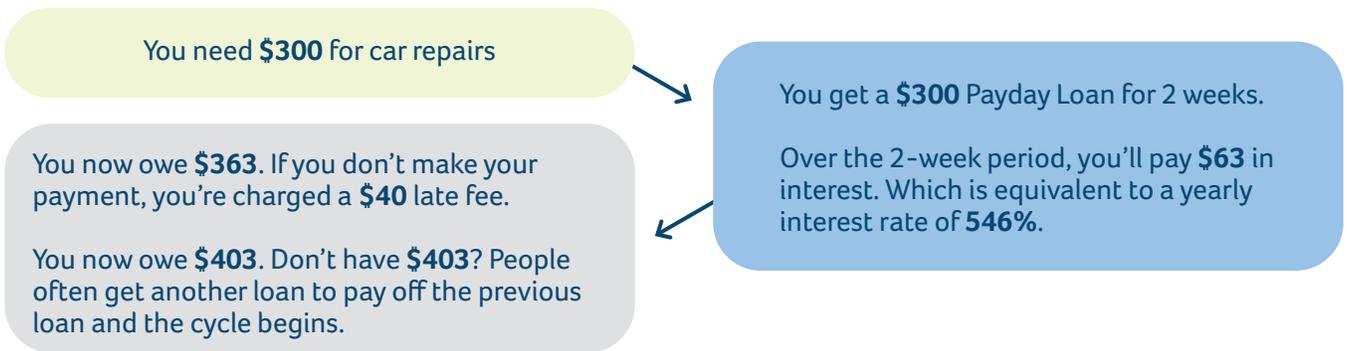


We've all seen the commercials exclaiming, "Get money in your account tomorrow" and "No credit check necessary." These lenders promise to help you out in your time of need, but at what cost?

A Payday Lender will let you borrow \$100, but you must repay \$115 to clear the loan at the end of the month. Does the cost of \$15 per \$100 you borrow seem like a fair cost? What if I told you the annual percentage rate for this loan is 391%. With the average annual percentage rate on a credit card being 15%, does it still sound like you're getting a lot of bang for your buck?

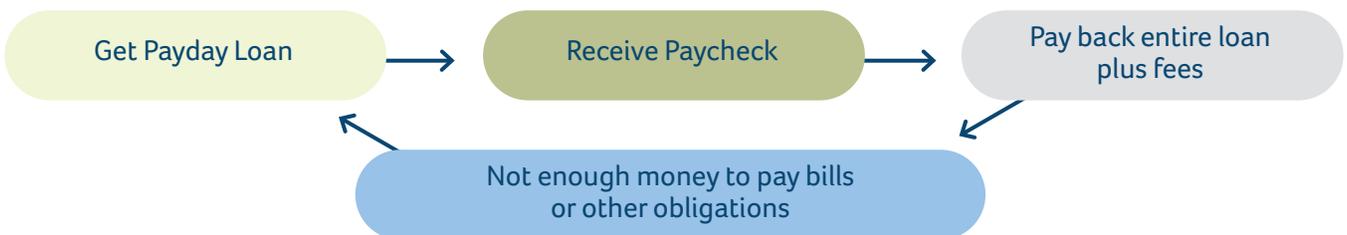
Loan Amount \$350	Loan Term 2 Weeks	\$52.50 in Interest	Pay Day Loan = \$402.50 Total Cost
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Let's apply this to a real life example. One day, you're driving home from work when all of a sudden your car starts making some funky sounds. You take it to the auto shop and turns out repairs will cost you \$300. You don't get paid for another two weeks and you need your car to get to and from work. What now? Well, you decide a Payday Loan will save the day. Here's how it goes.



What happens now? If you can't afford to pay back the loan, the balance owed can be sent to a collection agency. This will not only hurt your credit, but also increases how much you owe. If you still are not able to pay the balance owed, the lender or collection agency can sue you for the money you owe. If they are not able to collect the money owed to them, your wages could be garnished. Now you are in an even worse situation than the one you started out with.

If you are ever in a situation like the one above, or if you are struggling to make it through with your paycheck, contact your financial institution. Ask questions, and more importantly don't get involved in a financial situation that could end up being detrimental to your finances. Remember, payday loans can easily get you trapped in a vicious cycle.



Snowball Method



When trying to get out of debt, the best thing to do is to stop adding more debt. Then figure out how to tackle paying off debt. One way is the debt snowball method.

You have budgeted \$500 a month to pay off your credit cards. What you will do is pay the min. payment on all cards with exception of the card with the lowest balance. You will pay as much as you can on that one.

In the examples below, you are working to pay off debt as fast as possible. Start by focusing on the lowest balances first.

Card Month 1	Min Payment	Payment	Paid Off
1. \$5000	\$150	\$150	
2. \$2500	\$75	\$75	
3. \$1500	\$60	\$60	
4. \$1000	\$50	\$50	
5. \$500	\$25	\$165	
Total Payment	\$360	\$500	

Card Month 2	Min Payment	Payment	Paid Off
1. \$4870*	\$150	\$150	
2. \$2440*	\$75	\$75	
3. \$1460*	\$60	\$60	
4. \$955*	\$50	\$50	
5. \$335*	\$25	\$165	
Total Payment	\$360	\$500	

Card Month 3	Min Payment	Payment	Paid Off
1. \$4765*	\$150	\$150	
2. \$2380*	\$75	\$75	
3. \$1420*	\$60	\$60	
4. \$920*	\$50	\$50	
5. \$175*	\$25	\$175	😊
Total Payment	\$360	\$510	

Card Month 4	Min Payment	Payment	Paid Off
1. \$4625*	\$150	\$150	
2. \$2320*	\$75	\$75	
3. \$1380*	\$60	\$60	
4. \$880*	\$50	\$215	
Total Payment	\$335	\$500	

By using this method, at the end of the third month, we will have already paid off one credit card!

Once you pay off a card, take the amount you were paying on the newly paid off card and apply that to the next lowest card balance.

Snowball Method



Card Month 7	Min Payment	Payment	Paid Off
1. \$4400*	\$150	\$150	
2. \$2125*	\$75	\$75	
3. \$1180*	\$60	\$60	
4. \$305*	\$50	\$305	😊
Total Payment	\$335	\$610	

Card Month 8	Min Payment	Payment	Paid Off
1. \$4265*	\$150	\$150	
2. \$2090*	\$75	\$75	
3. \$1140*	\$60	\$275	
Total Payment	\$285	\$500	

By the end of the seventh month, we will have paid off our second highest-balance credit card.

Card Month 12	Min Payment	Payment	Paid Off
1. \$4135*	\$150	\$150	
2. \$1750*	\$75	\$75	
3. \$380*	\$60	\$380	😊
Total Payment	\$285	\$605	

Card Month 13	Min Payment	Payment	Paid Off
1. \$3995*	\$150	\$150	
2. \$1690*	\$75	\$350	
Total Payment	\$225	\$500	

Fast-forward a couple of months and you will have been able to pay another credit card off after a year.

While this method is not going to work instantly, it will help you budget wisely to pay off debt in the shortest amount of time possible.

Remember, the more you put towards paying off your credit cards the better off you will be.

An alternative option to the snowball method is to pay off your cards with the highest interest card first called the avalanche method. Figure out what works best for you and remember that if you are ever in a difficult financial situation, talk to your financial institution.

*Please note that the balances shown are just estimates and not actual numbers.

Student Loans



Whether you're gearing up for college, getting ready to graduate, or have already earned your degree, it's important to know the ins and outs of student loans. Here are a few tips and tricks to help you along the way!

Types of student loans

- **Federal Student Loan** – A loan funded by the federal government to help pay for your education. A federal student loan is borrowed money that must be repaid with interest.
- **Unsubsidized Loan** – In this type of loan, interest is accrued from the start and continues to accrue through the life of the loan.
- **Subsidized Loan** – This type of loan is based on financial need. Students are not charged interest while they are in school. A six-month grace period to start paying off the loan before interest starts to accrue.
- **Private Loan** – A nonfederal loan made by a lender (such as a bank, credit union, state agency, or school).

Other options

- **Federal Pell Grant** – A sum of money for undergraduate students based on financial need. This grant doesn't need to be repaid (unless, for example, you withdraw from school or fail a class).
- **Work-Study** – A federal student aid program that provides part-time employment while you are enrolled in school to help pay for education expenses.
- **Scholarship** – Money awarded to students based on academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid.

Depending on how much you borrow, the standard repayment plan for federal loans has a relatively high monthly payment. If you can make payments while you are in school, you will save money over the length of the loan.

Student Loans



Examples of typical student loan repayment plans and what happens when extra payments are made.

	Starting Loan Balance & Interest Rate (10-Year Loan Term)	Monthly Payment	Total Pay-Off Amount	Extra \$100 Paid Monthly (Split Equally Between Loans)	Total Pay-Off Amount	Amount Saved
Loan #1 - Subsidized at 5% interest rate	\$10,000.00	\$93.22	\$12,727.86	\$143.22	\$11,610.02	\$1,117.84
Loan #2 - Unsubsidized at 7% interest rate	\$10,000.00	\$116.11	\$13,933.02	\$166.11	\$12,250.74	\$1,682.28
Combined Monthly Payment:		\$209.33		\$309.33		
Combined Total Pay-Off:			\$26,660.88		\$23,860.76	\$2,800.12

	Starting Loan Balance & Interest Rate (20-Year Loan Term)	Monthly Payment	Total Pay-Off Amount	Extra \$100 Paid Monthly (Split Equally Between Loans)	Total Pay-Off Amount	Amount Saved
Loan #1 - Subsidized at 5% interest rate	\$25,000.00	\$164.99	\$39,597.34	\$214.99	\$34,127.21	\$5,470.13
Loan #2 - Unsubsidized at 7% interest rate	\$75,000.00	\$581.47	\$139,553.81	\$631.47	\$128,103.88	\$11,449.93
Combined Monthly Payment:		\$746.46		\$846.46		
Combined Total Pay-Off:			\$179,151.15		\$162,231.09	\$16,920.06

Even if you don't graduate with a degree, you are still responsible for repaying your loans. Repayment typically begins six to twelve months after a student leaves school. Student loans are one of the only loans not forgiven with bankruptcy.

Repayment Options

While extending the loan term will reduce the monthly payment, it will also increase the amount of total interest paid on the principal balance during the life of the loan.

1. Extended payment periods: Offered by the original lender and federal loan consolidation.
2. Income-based repayment plans: Monthly payment based on income, evaluated annually.
3. Graduated repayment plan: Starts with lower payments that increase every two years. Payments are made for 10-30 years.
4. Loan consolidation: Bundling your loans together to make one payment with one interest rate. Payments are made for 10-30 years.
5. Hardship deferment: This should be used only as a last resort. This will allow you to postpone payments. However, it can cost you if unpaid accrued interest is added to the loan balance. Use deferment and forbearance only if absolutely necessary. Since every financial institution is a little different, you are encouraged to call and ask questions.

Please visit <https://studentaid.ed.gov> for all repayment options.

Trouble repaying your loans? If you are struggling to make the monthly payment on your student loans, don't just ignore it. Call your financial institution and ask for help!

Student Loans



School	Tuition**	Living On-Campus Total Cost
Eastern Washington University	\$7,140	\$21,624
Gonzaga University	\$43,210	\$59,795
Whitworth University	\$43,640	\$55,136
Washington State University	\$11,391	\$23,295
University of Washington	\$10,722	\$26,905
Spokane Community College	\$4,230	N/A
Western Washington University	\$8,179	\$23,551
Central Washington University	\$7,849	\$22,547
Evergreen State College	\$7,716	\$22,326
Seattle University	\$43,785	\$61,608
Bellevue College	\$4,821	N/A

** Tuition costs are based on the 2018-2019 school year, which is made up of three school quarters. Tuition information was gathered from each college/university websites.

Federal Loans	vs	Private Loans
No credit check		Credit score of 640+ required
Fixed interest rates		Can be variable or fixed
Can be subsidized (government pays the interest until you graduate)		Not subsidized
Flexible repayment options & loan forgiveness programs		Fewer repayment options with no loan forgiveness programs
Don't need to repay until you graduate or drop below half-time student status		Repayment starts while in school
Limit to how much can be borrowed depends on your FAFSA (Free Application for Federal Student Aid)		Amount borrowed varies by lender

Questions to ask when taking out a student loan

- Which loan is a better fit for you, a federal or student loan?
- Is there a cosigner on the loan?
- What is the interest rate?
- Is the interest rate fixed or variable?
- When are you required to start making payments?
- What is the penalty for late payments?
- Do you need to take out the maximum loan offered?
- How much do you really need to borrow?

Student Loans



Ways to save before you get to college

- Consider taking **AP classes or college classes** while in high school to save on paying tuition for those classes down the road. A lot of the time, this can save you thousands of dollars. The extra effort is worth the extra money you'll be saving.
- Think about **attending school in-state** to avoid the higher tuition price for being an out-of-state student. Most of the time, out-of-state tuition can be three times more expensive than regular tuition for in-state students.
- Shop around for your **living arrangements**. Compare the costs of off-campus living with living at home. While freedom sounds tempting, living at home while attending college could save you from additional living expense.
- Apply for as many **scholarships** as you can! Last year, over \$2.9 billion of financial aid went unused.* Think of how much that extra money could help you.
- Get a **part-time job** to help with your expenses. The more you work and save the less you'll have to borrow for school.

*<https://www.fastweb.com/financial-aid/articles/over-2-point-nine-billion-in-free-college-money-unclaimed-by-students-why>

Ways to save while in college

- Work with an **advisor** to make sure you are attending the right classes to graduate on time.
- Get **good grades** on your classes so you won't have to repeat them. Remember, repeating classes means paying for the class a second time.
- Buy **used textbooks** or look for cheaper options. Sometimes, you'll be able to check out the textbooks you need at the school's library. Consider e-books instead of physical books to save you money. Usually, the electronic version of the book is cheaper.
- Consider **work-study** and put that income towards your school expenses.
- Think about your **transportation** options. Owning a car means having insurance, gas, and maintenance expenses. Do you really need a car or would you be ok riding the bus or walking?

Be Careful!

- Watch out for repayment scams! Don't be fooled by websites or companies advertising "student debt forgiveness" or too-good-to-be-true repayment plans. These companies will charge you high fees and "ensure" monthly payments. Always make sure you are contacting legitimate companies.

Student Loans



Deferment & Forbearance

Deferment – Temporarily postpone payment on a loan. Any unpaid interest that accrues during the deferment period may be added to the principal balance of the loan.

NOT responsible for paying accrued interest on the following loans:	RESPONSIBLE for paying all accrued interest on the following loans:
Direct Subsidized Loans	Direct Unsubsidized Loans
Subsidized Federal Stafford Loans	Unsubsidized Federal Stafford Loans
Federal Perkins Loans	Direct PLUS Loans
Subsidized portion of Direct Consolidation Loans	Federal Family Education Loan (FFEL) PLUS Loans
Subsidized portion of FFEL Consolidation Loans	Unsubsidized portion of Direct Consolidation Loans
	Unsubsidized portion of FFEL Consolidation Loans

Forbearance – Period during which monthly loan payments are temporarily suspended or reduced. Principal payments are postponed but interest continues to accrue. Unpaid interest during forbearance will be added to principal balance.

You are responsible for paying the accrued interest on ALL types of federal student loans.

While going into deferment or forbearance will not have a negative effect on your credit score, being late or missing a payment prior to approval will negatively affect it.

Deferment & Forbearance Reasons

Deferment	Forbearance
Unemployment	Medical/dental internship residency
Economic Hardship	Student loan debt burden
Graduate Fellowship	AmeriCorps
Rehabilitation Training Program	Teacher Loan Forgiveness
Military	DOD Student Loan Repayment Program
In-School	National Guard
	Medical/other acceptable reasons

Student Loans



Deferment Example

If you're unable to make a payment on your student loan due to an economic hardship it might seem like a good idea to defer your loans. But the accruing interest can make the loan almost double in some cases. Below are some scenarios on how your student balance would grow.

Scenario	Loan Amount	Deferment	Interest Rate	Total Interest	Loan Balance at End of Deferment
A	\$40,000	2 Years	7%	\$6,082	\$46,082
B	\$40,000	4 Years	7%	\$13,088	\$53,088
C	\$40,000	6 Years	7%	\$21,159	\$61,159
D	\$40,000	8 Years	7%	\$30,458	\$70,458

If possible, make payments while you are in school. Only take out what you need in loans. If you have extra money, start making extra payments. Over the life of the loan, extra payments really add up!

Do you want to work for a non-profit or be a teacher? There are student loan forgiveness programs for those who work in these particular fields. Most of the time the requirement is that you work for 10 years while making your loan payments. Any balance that remains is forgiven. This may vary depending on the program.

There are only three ways to get out of student loan debt:

1. Pay off the debt in full
2. Find a student loan forgiveness program
3. Pass away

Student loan debt can't be written off by bankruptcy. Since student loans are part of a government program, your tax returns can be taken and liens can be put on anything of value that you own.

Are you credit savvy?

Test your knowledge



Circle One

- | | | |
|------|-------|---|
| True | False | 1. Being in debt affects your mental and physical health. |
| True | False | 2. The first step in getting out of debt is to STOP creating new debt. |
| True | False | 3. 15% of employers check a potential candidate's credit score. |
| True | False | 4. A credit score is like your report card for trustworthiness. |
| True | False | 5. Credit unions typically have lower interest rates when compared to banks. |
| True | False | 6. After about six months after establishing credit, you should see your credit score improve drastically. |
| True | False | 7. Credit scores range from 250-925. |
| True | False | 8. The single biggest factor in the creation of your credit score is your payment history. |
| True | False | 9. Having a good credit score vs a bad score can save you significantly over the course of a loan. |
| True | False | 10. Your wages can be garnished if you are not making your student loan payments as agreed to. |
| True | False | 11. You should always close credit cards that you no longer use. |
| True | False | 12. Using a credit card online is much safer than using a debit card. |
| True | False | 13. Payday loans can have up to 399% interest. |
| True | False | 14. Your debit transactions report to the three major credit bureaus. |
| True | False | 15. The interest rate that you receive on a loan is based on your credit score. |
| True | False | 16. If you buy a couch on a 18 month zero interest loan, and you do not pay off the balance in the 18 months, you will be charged all of the back interest on the loan. |
| True | False | 17. Student loans will go away if you ignore them. |
| True | False | 18. If you put your student loan in to forbearance the interest will stop accruing. |
| True | False | 19. You should always take out the max in student loans. |

Notes



Investing

Long Term Investing



Investment Definitions

Stock – A stock represents ownership in a company or corporation. It is a way for the issuer (company) to raise capital by selling off a fraction of their company to an investor.

Bond – A bond is a debt instrument issued by an entity (can be corporate or government) to an investor. The investor loans the entity the funds for a set time frame and at a variable or fixed rate. It's another way for a company to raise capital, but this way they do not give up ownership.

Mutual Fund – A mutual fund is an investment that is made up of many different investment products (stocks, bonds, cash, and other investments) in order to match a certain goal/objective and/or risk tolerance as stated in its prospectus (legal document that provides details about the fund). The mutual fund is a pool of assets from many investors and is professionally managed in order to attempt to produce returns for the investors.

Long Term Investment – Saving for longer time frames (4+ years) in investment products (stocks, bonds, mutual funds), have historically had higher returns than less volatile assets such as money markets and certificates of deposit (CD). In order to reach some of our longer term goals (retirement, buying a house) a higher rate of return may be required. Investment products are not without risk and it is important to match those risks with your own risk tolerance. It is also important to know that volatility can and will happen, but the market tends to reflect the overall productivity and growth of the economy in the long run.

Potential Returns – Investment products defined above don't have a set rate of return. They move and perform based on a variety of factors that influence the underlying value of the investment. As you will see in the examples, the returns can vary drastically based on the risk taken and time frame involved.

What are the potential risks?

Risks associated with investment products include: interest rate risk, business risk, credit risk, taxability risk, inflationary risk, call risk, liquidity risk, market (systematic) risk, reinvestment risk, social/political/legislative risk, and currency/exchange risk.

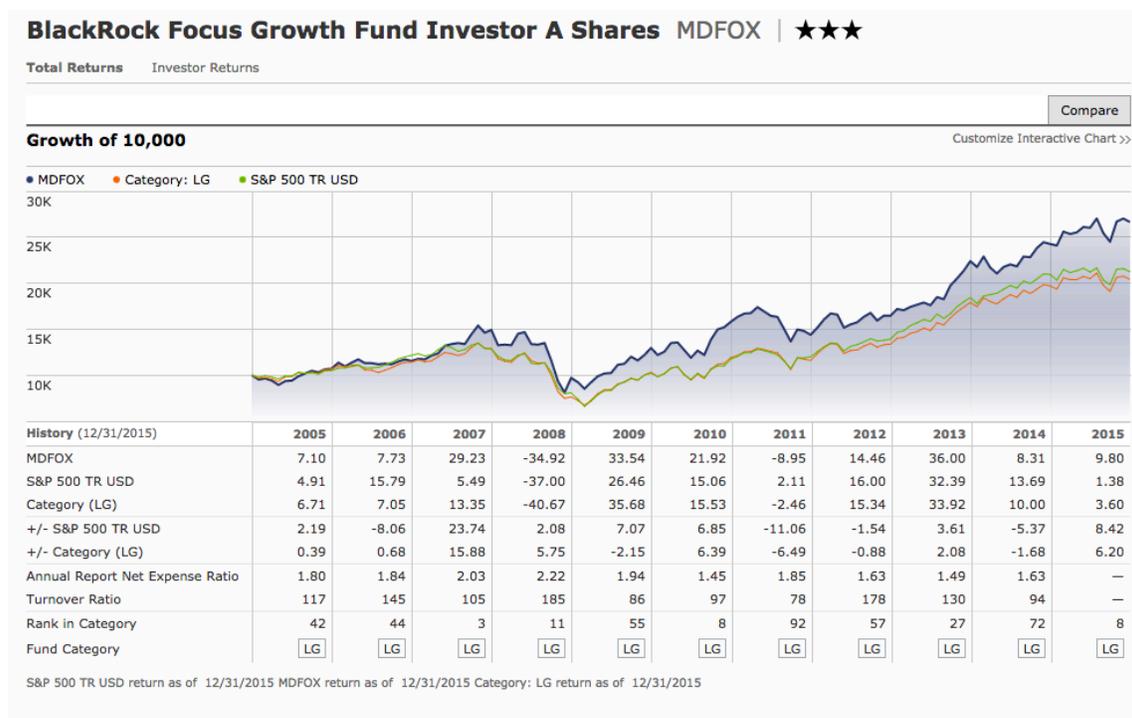
<http://www.investopedia.com/exam-guide/finra-series-6/evaluation-customers/types-investment-risks.asp>

*Review the attached returns of the two sample investments and discuss the returns in the given time frames. What was going on during those times to cause the returns, both with the company as well as the economy? (Keep examples as current/relative/local as possible)

Long Term Investing



Investment Examples



Interest and the Rule of 72



How does simple interest work?

Principal \times (1 + (Interest \times time))

Start with \$100. Deposit it into a savings account earning 2% annually.

How much do you have after 4 years?

$$\$100 \times (1 + (2 \times 4)) = \$108$$

How long will it take to save up to \$200?

$$200 = \$100 \times (1 + (2 \times ?)) = 50 \text{ years}$$

How does compound interest work?

As opposed to simple interest calculation the compound interest calculation is:

$$A = P (1 + r/n)^{nt}$$

Where:

A = Future value of the investment, including interest

P = Principal investment amount (the initial deposit)

r = Annual interest rate (decimal)

n = Number of times that interest is compounded per year

t = Number of years the money is invested for

Not as simple is it?

Compound interest is when you earn interest on both the principal (original amount of money) and the interest the account has already earned. As you can see there are many more variables that go into figuring this out.

To simplify for your long term savings goal lets discuss THE RULE OF 72

Divide 72 by your interest rate (or expected rate of return) and the answer is the number of years it will take for your money to double.

Same scenario from above: If you deposit \$100 into a savings vehicle that earns 2% annually but is compounded how long will it take for your account to get to \$200?

$$72 / 2 = 36 \text{ years}$$

Nice to take 14 years off of waiting for money to double isn't it?

How long would it take for your money to double if you could average 7.2%? 12%?

The cost of waiting one year to invest



Start	End	Total Years	Annual Contribution	Investment Return	Final Value	Total Commitment
18	65	47	\$4,267.01	8.00%	\$1,932,528.09	\$200,549.47
19	65	46	\$4,618.57	8.00%	\$1,932,528.09	\$212,454.22
20	65	45	\$5,000.00	8.00%	\$1,932,528.09	\$225,000.00
21	65	44	\$5,414.01	8.00%	\$1,932,528.09	\$238,216.44
22	65	43	\$5,863.56	8.00%	\$1,932,528.09	\$252,133.08
23	65	42	\$6,351.91	8.00%	\$1,932,528.09	\$266,780.22
24	65	41	\$6,882.69	8.00%	\$1,932,528.09	\$282,190.29
25	65	40	\$7,459.87	8.00%	\$1,932,528.09	\$298,394.80
26	65	39	\$8,087.88	8.00%	\$1,932,528.09	\$315,427.32
27	65	38	\$8,771.62	8.00%	\$1,932,528.09	\$333,321.56
28	65	37	\$9,516.55	8.00%	\$1,932,528.09	\$352,112.35
29	65	36	\$10,328.73	8.00%	\$1,932,528.09	\$371,834.28
30	65	35	\$11,214.97	8.00%	\$1,932,528.09	\$392,523.95
31	65	34	\$12,182.87	8.00%	\$1,932,528.09	\$414,217.58
32	65	33	\$13,240.97	8.00%	\$1,932,528.09	\$436,952.01
33	65	32	\$14,398.91	8.00%	\$1,932,528.09	\$460,765.12
34	65	31	\$15,667.55	8.00%	\$1,932,528.09	\$485,694.05
35	65	30	\$17,059.26	8.00%	\$1,932,528.09	\$511,777.80
36	65	29	\$18,588.09	8.00%	\$1,932,528.09	\$539,054.61
37	65	28	\$20,270.10	8.00%	\$1,932,528.09	\$567,562.80
38	65	27	\$22,123.77	8.00%	\$1,932,528.09	\$597,341.79
39	65	26	\$24,170.37	8.00%	\$1,932,528.09	\$628,429.62
40	65	25	\$24,434.62	8.00%	\$1,932,528.09	\$610,865.50

If Britney makes a \$5,000 annual contribution to an investment that earns an 8% return, she'll have \$1,932,528.09 saved at retirement. If she waits even five years, her annual contributions would have to increase to nearly \$7,500 to save the same amount by age 65. Worse, if she waits until she is 40, she'd have to contribute nearly \$25,000 a year!

Make compounding work for you:

- **Start early** - The younger you start, the more time compounding interest has to work in your favor, and the wealthier you can become. The next best thing to starting early, is starting now.
- **Make regular investments** - Don't be haphazard. Remain disciplined, and make saving for retirement a priority. Do whatever it takes to maximize your contributions.
- **Correct your reports** - Get your hands on a free copy of your credit report to correct any serious mistakes.
- **Be patient** - Do not touch the money. This only works if you allow your investment to grow. The results will seem slow at first, but persevere. Most of the magic of compounding returns comes at the very end.

Compounding creates a snowball of money. At first your returns may seem small, but if you're patient, it can become enormous.

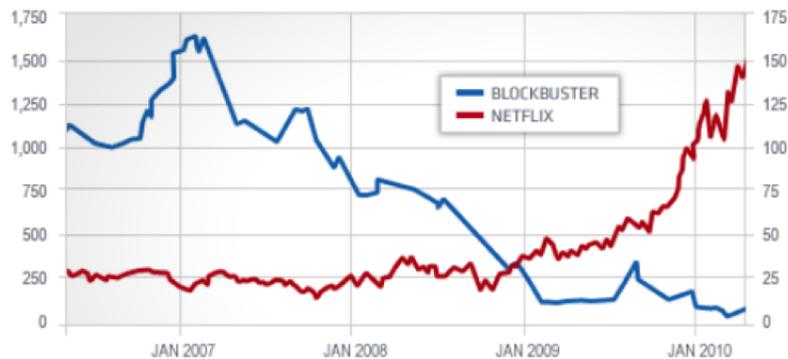
Common factors that influence stock prices

Fail to adapt, fail to be in business.

We all know that stock prices are affected by the market. Below is a perfect example of a business who failed to adapt to the changing world around it. Some of you might not even know what Blockbuster is, but for those of us who grew up in the 80s and 90s, Blockbuster was the best! In fact, it was like a family affair for most people. As technology became more readily available, so did companies like Netflix. Movies were then delivered right to your door! There was no longer a need to drive to the movie store, hope that the movie you wanted was in, wait in line to check out, and get back in your car to drive home.

If you were one of the smart ones in 2007, you traded your Blockbuster stock for Netflix stock. Sell high and buy low!

BLOCKBUSTER VS. NETFLIX
A Five Year Comparison



<https://recoverycartel.com/we-need-a-netflix-of-recovery/>

Knowing what is trending, or what could be trending in the future, is critical when purchasing individual stocks.

Toys R' Us is another great example of a business who failed to adapt to the market place.

Going Viral

Going viral is a common phrase these days. But, for a lot of companies, having an issue or video that “goes viral” can be detrimental to stock prices. As you can see in the below example on Tuesday, April 11, 2017 United Airlines had an incidents on one of their flights that sent their stock prices in the wrong direction.



<https://www.visualcapitalist.com/united-airlines-visualizing-numbers-crisis/>

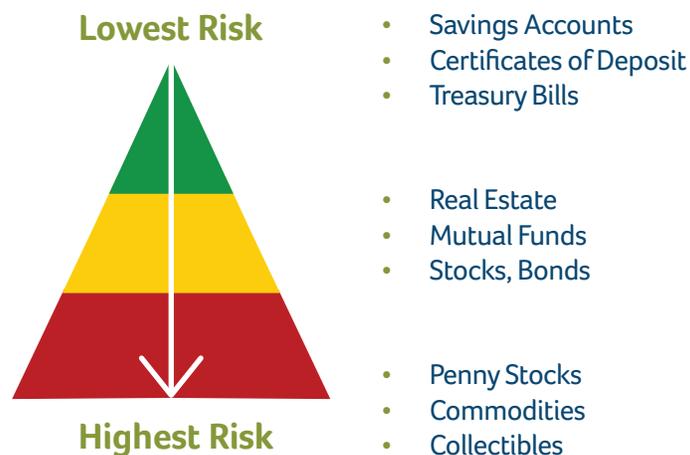
However, as you can see from this graph, the stock was quick to mostly recover. However, not everyone is always so lucky.

There are several things that influence the stock market. Some of these factors include, but are not limited to:

Economic Growth	Inflation	Employee Relations
Anticipation of Mergers	New Product	Management Changes
Product Recall	Interest Rates	Earnings Statements
Company News	Media	Political Landscape

12 Steps to wise investing

1. Save for emergencies. This should be a priority.
2. Build savings to invest. Have a solid savings before focusing on other forms of investments.
3. Define your investment goals. What are you working towards?
4. Know investment alternatives. Research investment types available.
5. Determine your risk tolerance. Compare the different types of risks and what works best for you.
6. Clarify your investment preferences. Narrow down your options.
7. Diversify. Look into different mutual funds and different stocks you could invest in.
8. Look for investment guidance. Seek out trusted professionals to help with your investment decisions.
9. Minimize transaction costs. Compare your options to pick the one with the least costs that offer the same return with similar risks.
10. Maintain accurate records. Store your annual statements and transaction records to keep track of your investments.
11. Be realistic and ready to make changes as your goal or situation changes. You may need to move your money from one investment to another as the market changes.
12. Never invest in anything you don't understand. Regardless of what your Uncle Joe tells you, don't invest your money without doing research and understanding your risk.



	Strengths	Weaknesses
Corporate Bonds	Good rate of return	Moderate to high risk
	Unregulated interest rates change	Sizable interest rate risk in long maturities
	Real return provides protection against inflation	Large minimum investment required
		Commission makes frequent transactions expensive
	Strengths	Weaknesses
Common Stocks	Historically high return	Volatile return
	Helps protect against inflation	Moderate to high risk
	May qualify for long-term capital gains tax	Sharp decline limits flexibility
		Heavy investment required to manage effectively

Investment Priorities

Tier 1: Highest Priority

- Savings Account
- Home Purchase
- 401k which could include Mutual Funds
- College funds

Tier 2: Middle Priority

- Mutual Funds
- Stocks and Bonds
- Rental Property
- Tax-Exempt Bonds

Tier 3: Lowest Priority

- Undeveloped Land
- Gold and Diamonds
- Speculative Stock
- Hedge Funds

Investing in yourself and your future should be a priority. However, there are priorities when it comes to investing. Take a look at the tiers to give you an idea of what some of your priorities should be. Remember, investments work best when you are in it for the long haul. It might not be wise to put all of your money in the stock market, when you know that you have no emergency savings.

Make sure that you are taking advantage of your company's 401k plan. If you don't, you are missing out on free money!

Don't fall into these excuses

Investing can seem tricky and confusing at first. Keep in mind that the sooner you start investing in yourself and your future, the better off you will be. Remember, you can always ask your financial institution for help. Here are a few of the most common excuses financial planners hear as to why members aren't planning for their futures.

- "I'll start next week."
- "I can hardly make ends meet as it is."
- "I just can't plan that far ahead."
- "I've never been good at understanding money."
- "I'm waiting for the economy to improve."
- "I don't understand how the stock market works."

Saving and planning is hard. We get it. You have to start somewhere. Even just skipping one coffee a week can add \$20 to your account to start saving.

Small changes now can add up to big rewards in the future.

Are you savvy at investing?

Test your knowledge



Circle One

- | | | | |
|------|-------|-----|--|
| True | False | 1. | A 401k is a pre-tax contribution into a retirement portfolio. |
| True | False | 2. | Not participating in a company match of your 401k is like leaving money on the table. |
| True | False | 3. | The longer your money sits in an interest earning account, the more money you will have in the future. |
| True | False | 4. | Investing in a single stock is ALWAYS safer than investing in a mutual fund. |
| True | False | 5. | Stock prices can be affected by any negative or positive press a company might receive. |
| True | False | 6. | Doing research before investing is a waste of time. |
| True | False | 7. | Anything promising to triple your investment in three short days is safe. |
| True | False | 8. | A certificate of deposit must be held for a set amount of time such as six months or a year. |
| True | False | 9. | Social security will be around for years to come so I don't have to worry about investing right now. |
| True | False | 10. | Anyone is qualified to give financial advice even my uncle Joe. |
| True | False | 11. | Treasury bonds are completely safe because they are backed up by the U.S. government. |
| True | False | 12. | A savings account works the same way as an investment account. |
| True | False | 13. | As the stock market goes up and down, it's best to ride out the waves. |
| True | False | 14. | Investments that are riskier tend to provide higher returns over time than investments with less risk. |
| True | False | 15. | The Rule of 72 is a great way to figure out how long it will take for your money to double. |

Notes



Fraud

Spotting Fake Money



When it comes to making counterfeit money, fraudsters don't need to get it 100% right - just right enough to trick you. It isn't just counterfeit \$100 and \$50 bills, but \$20's too!

Ways to spot counterfeit money

As digital printers become more advanced, forgeries may be harder to spot. But there are some security features that are hard to duplicate.

Color shifting ink

The dollar amount is printed in color-changing ink in the bottom right-hand corner of the bill. When you move it in the light, the color should slightly change.

Raised printing

When you run your finger over the print, you should feel some bumps and ridges. If the printing is smooth, like paper, it's probably counterfeit.

Blurry borders, printing, or text

It is a complicated and extremely detailed process to produce money. Authentic bills are extremely detailed and have super fine text located at various places on the bill.

Red and blue threads

Money isn't printed on normal paper! Microscopic red and blue threads are woven in real money's fabric.

Watermark

If you hold money up to the light, there is a watermark on the right side. This matches the portrait, or the main picture, on the bill.

Find the fraud

There are 5 clues that the money below is fake. Can you spot them?

Security thread

If you hold any bill up to the light, you'll see a security strip from both sides. It says "USA" and the bill's denomination (amount) running vertically. Cool fact! Under UV light, \$5 glows blue, \$10 orange, \$20 green, \$50 yellow, and \$100 pink.

Signature line

Do you know the Secretary of the Treasury? Counterfeiters bet you won't. When the Secretary of the Treasury or the Treasurer change, or when there is a significant gap in production times, the signature line is a prime target for altering to a wrong name or different language.

Serial numbers

That super long combination of 11 letters and numbers? It means something. The first letter is for the year it was printed.

Federal Reserve indicator

The second letter in a serial number reveals where the money was issued.

A - Boston	E - Richmond	I - Minneapolis
B - New York	F - Atlanta	J - Kansas City
C - Philadelphia	G - Chicago	K - Dallas
D - Cleveland	H - St. Louis	L - San Francisco



The life cycle of a check

A.K.A. Know how to protect yourself from check fraud

Once you deposit your check ①, the funds may appear in your account. However, funds may have a hold on a portion or all of the deposit amount. This hold protects you from using funds that are not really there. Typically, it lasts from two to six days.

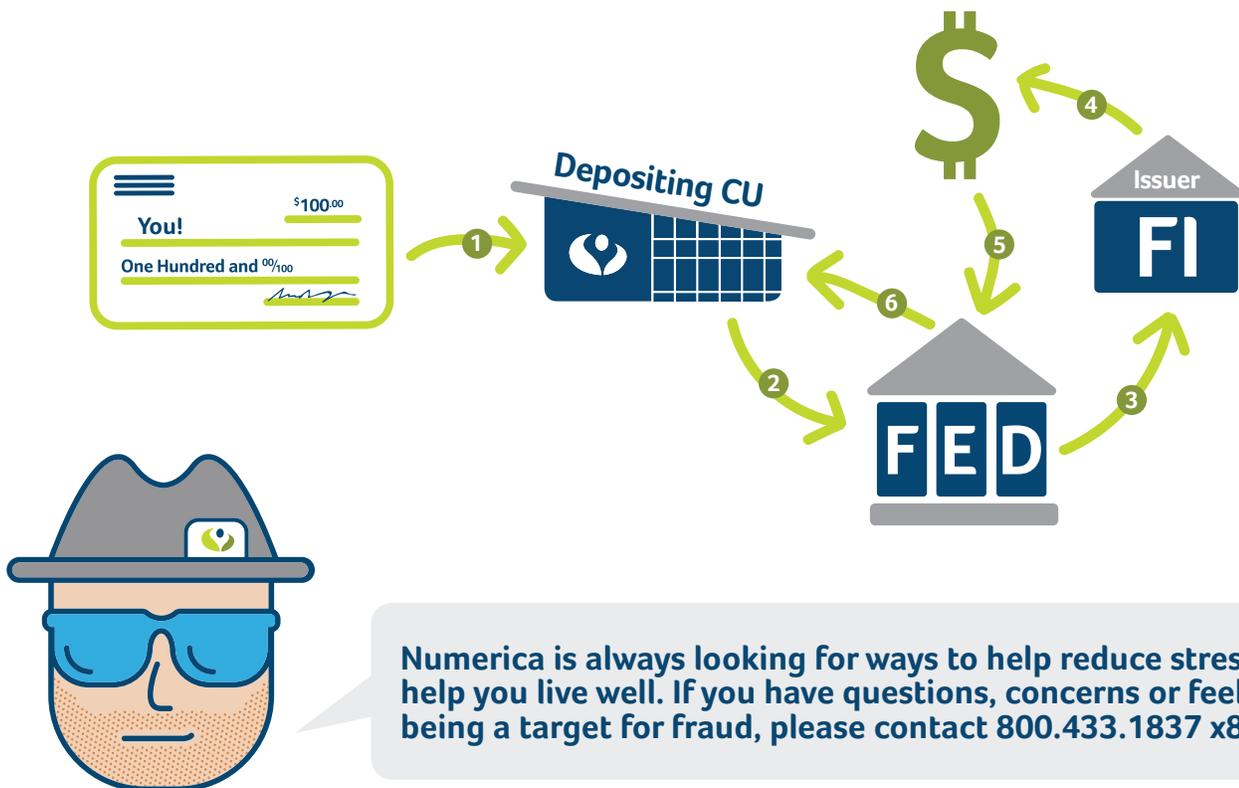
The check then goes to the Federal Reserve ②. They send it to the other person's financial institution to see if they have the funds in their account ③. If they do have the funds the other institution will then pull the money out of that account, and the check clears ④. If there are not funds in the account they say, "Nope! No good," and return the check back to the Federal Reserve ⑤.

If the Federal Reserve returns the "bounced" check to Numerica ⑥, those funds you thought you had will no longer be there, and you may be liable for a returned check fee. This process typically takes two days to two weeks.

Signs of Fraud

If you can say "Yes" to any of these, we should probably chat.

- Is the check for an item you sold online?
- Is the check for more than the selling price?
- Was the check sent overnight?
- Have you been informed of winning a lottery you don't remember entering?
- Have you been asked to wire/ship/send money to a large US city or outside the USA?
- Have you been asked to pay money to receive a larger deposit from another country?
- Are you receiving pay or commission for facilitating a money transfer?



Numerica is always looking for ways to help reduce stress and help you live well. If you have questions, concerns or feel you are being a target for fraud, please contact 800.433.1837 x8333.

Identity Theft



What You Need to Know

Identity theft happens when someone steals your personal information, such as Social Security Number, date of birth, driver's license number, or any other personally identifying information. Your information is then used to commit fraud in your name. This serious crime can destroy your finances, credit history, and reputation — not to mention the large amount of time and effort it takes to resolve any issue.

According to the Identity Theft Assistance Center, one in 40 (2.5%) households in the U.S. have a child under 18 who have had personal information compromised by identity theft criminals. Unfortunately, much of the identity theft targeting children doesn't get discovered until after they are 18. Child identity theft is often committed by family members or friends. This is referred to as "friendly fraud" and accounts for 27% of the cases.

Make protecting your identity part of your everyday routine

- Read your statements carefully and look for any discrepancies. Report issues immediately to ftccomplaintassistant.gov.
- Know when your payments are due. If a bill doesn't show up when you expect it, look into it.
- Read the statements from your health insurance plan. Make sure the claims paid match the care you received.
- Shred any documents with personal and financial information.
- Review each of your three credit reports at least once a year. Visit annualcreditreport.com to get your free reports.
- If asked for information question how it will be used. If there is some other way to identify you other than date of birth and social security number, and verify how they protect any information once it is provided to them, including how they discard documents.
- If you create online accounts, don't include your birth date on the forms if possible. Read the privacy policies of any site that will have access to your information thoroughly. If it's too invasive, don't allow access.
- Don't carry social security cards with you. Keep them locked away in a cabinet at home. While you're at it, put the birth certificates in that locked file as well.

Warning signs that someone could have stolen your identity

- You see withdrawals from your bank account that you can't explain.
- You don't get your bills or other mail.
- Merchants refuse your checks.
- Debt collectors call you about debts that aren't yours.
- You find unfamiliar accounts or charges on your credit report.
- The IRS notifies you that more than one tax return was filed in your name, or that you have income from an employer you don't work for.
- You get notice that your information was compromised by a data breach at a company where you do business or have an account.

If someone steals your identity

- Create an identity theft report.
- Place a 90-day initial fraud alert on your credit report.
- Place a seven-year extended fraud alert on your credit report.
- Get free copies of your credit report.
- Get fraudulent information removed (or "blocked") from your credit report.
- Get copies of documents related to the identity theft.

Fraud



Different types of fraud that you could run into

- Fraudulent checks
- E-mails
- Craigslist
- Debit card
- Pawn Shops
- Gambling

What to look for on a check to determine if it's legit or not

- The fonts of the check look similar. For example, the payee is bold font and the rest of the check is regular font
- If the check states two signatures over a certain amount, there will be two signatures on the check
- There should only be one financial institution on a check

NOTE: The check may not look like a fraudulent check, that doesn't mean that it is a good check. Always ask questions, your financial institution will look out for you and try to help you in determining if the check seem valid or not.

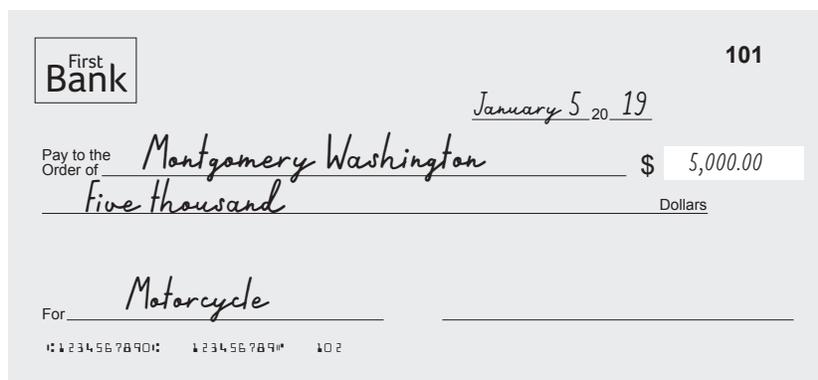
Determining if an e-mail is phishy

Visit the website below. See if you can determine if the website is phishy or not.

<https://www.opendns.com/phishing-quiz/>

Fact: If you deposit a “fake” check into your account, and the check is returned to the financial institution **YOU** are responsible for any fees that may be charged to your account.

Fact: Checks can take up to 45 days to clear the federal reserve and make it back to the financial institution.



Legit or not Legit?



Fraud Quiz

1. Your potential employer would pay you before you have done any kind of work for them. Should you take the money?
2. Your potential employer asks you to send them money back from a check they have given you. Should you do it?
3. You are selling a couch online for \$500. You have someone who would like to purchase your couch, and they tell you they will buy your couch for \$500, but will be sending you \$800 for delivery fees. Does this seem right?
4. Your potential employer will only contact you via e-mail or text. Is that normal?
5. The person who would like to hire you won't meet you in person. Should you be concerned?
6. You are asked to be a secret shopper. They want you to deposit funds in your account via Money Order and use a money wire service to wire the money back to them. They will pay you a small fee for doing this. Is this a good idea?
7. You get a text from what appears to be your financial institution asking you to verify your social security number because they believe that you have fraudulent transactions on your account. What should you do?
8. You meet a really great guy or gal online. They want to come meet you, but circumstances keep coming up where they can't afford to come see you. They need you to send them money for an airplane ticket, and a traffic ticket that they have to take care of. Should you do it?
9. You get a call from a court official threatening jail time because you failed to show up for jury duty. You must pay a fine over the phone or you will be arrested. Should you give them your info?

Are you fraud savvy?

Test your knowledge



Circle One

- | | | | |
|------|-------|-----|---|
| True | False | 1. | The IRS will ALWAYS call you on the phone if they need to get ahold of you. |
| True | False | 2. | If you give someone your PIN number for your debit card, you are giving them permission to use the card. You cannot report charges that they make as fraud. |
| True | False | 3. | If you accept counterfeit money, your financial institution will give you a real bill in exchange for the counterfeit. |
| True | False | 4. | If you get a pop-up on your screen warning that your computer has been hacked, you should call the number on the screen. |
| True | False | 5. | It's normal for your financial institution to text you asking to verify your birthdate and the last four digits of your SSN. |
| True | False | 6. | Googling unknown numbers can help you detect scams. |
| True | False | 7. | Using a counterfeit bill detector pen is the best way of knowing if a bill is fake. |
| True | False | 8. | If you lose your checkbook, the first thing you should do is place a stop draft. |
| True | False | 9. | If you get an email saying your great-great-grandpa left you an inheritance, you should reply immediately. |
| True | False | 10. | A fraudster doesn't have to even be near you to steal your credit card information. |
| True | False | 11. | Wi-Fi networks, like those found in coffee shops and hotel lobbies, are always completely safe for you to use. |
| True | False | 12. | When shopping online, there are simple clues to figure out whether or not a website is safe. |
| True | False | 13. | Carrying your social security card in your wallet is a good idea. You never know when you're going to need it. |
| True | False | 14. | You should ignore calls from debt collectors for accounts you don't recognize. |
| True | False | 15. | The best thing to do when a scammer calls you is to hang up. |

Notes



Checks

How to write a check



1. Write the full date with month, day, and year.
2. Write the first and last name, or the full name of the business, you are writing the check to.
3. Write the dollar amount you are paying. \$1,000
4. Write the dollar amount in words on the line under the recipient's name. (One Thousand vs \$1,000). This is the legal tender amount of your check. Make sure the two-dollar amounts match, if they don't, the bank or credit union will clear the check for the amount on this line.
5. Sign the check authorizing your payee to cash the check.
6. Fill in the memo line. This is what you are doing with the check. (Donation, bills, rent, etc.)
7. What is the number of the check you are writing? You want to put this in your register.

Example

An example of a check form with numbered callouts 1 through 7. The form is light green with a pattern of small circles. At the top left, it says "YOUR NAME", "123 YOUR ADDRESS", and "ANYWHERE, U.S.A. 12345". To the right, there is a box for the check number "101" with a callout "7". Below that is a line for the date with a callout "1" and "20". The "Pay to the Order of" line has a callout "2" and a box for the amount "\$" with a callout "3". Below that is a line for "Dollars" with a callout "4". The "NUMERICA CREDIT UNION" logo is in the middle left, with "PO Box 4000" and "Spokane Valley, WA 99037" below it. The "For" line has a callout "6" and a callout "5" for the signature line. At the bottom, there are three MICR lines: "⑆ 234567890⑆", "⑆ 23456789⑆", and "⑆ 10⑆". A small "Security features on back" logo is on the right.

Other tips to know about checks

- Use blue or black ink.
- Never postdate a check. (Postdate means to write a check for a future date.)
- A check that was written more than six months ago is known as a “stale dated check”, and may no longer be valid.
- Your routing number and account number are on the bottom of each check.
- If you make a mistake when you write a check, write VOID across the check and start with a fresh check.

How to write a check



Write a check

Write out the following checks to:

1. Nicholas Miller for \$256.30 for this month's rent
2. Your parents for \$50.25
3. Petco for \$10.20 for a leash
4. Costco for \$457.80

YOUR NAME
123 YOUR ADDRESS
ANYWHERE, U.S.A. 12345

20

00-00/000

101

Pay to the Order of \$

Dollars

NUMERICA CREDIT UNION
PO Box 4000
Spokane Valley, WA 99037

For

⑆ 1234567890⑆ 123456789⑆ 101

YOUR NAME
123 YOUR ADDRESS
ANYWHERE, U.S.A. 12345

20

00-00/000

102

Pay to the Order of \$

Dollars

NUMERICA CREDIT UNION
PO Box 4000
Spokane Valley, WA 99037

For

⑆ 1234567890⑆ 123456789⑆ 102

YOUR NAME
123 YOUR ADDRESS
ANYWHERE, U.S.A. 12345

20

00-00/000

103

Pay to the Order of \$

Dollars

NUMERICA CREDIT UNION
PO Box 4000
Spokane Valley, WA 99037

For

⑆ 1234567890⑆ 123456789⑆ 103

YOUR NAME
123 YOUR ADDRESS
ANYWHERE, U.S.A. 12345

20

00-00/000

104

Pay to the Order of \$

Dollars

NUMERICA CREDIT UNION
PO Box 4000
Spokane Valley, WA 99037

For

⑆ 1234567890⑆ 123456789⑆ 104

Personal Checks and Cashier's Checks

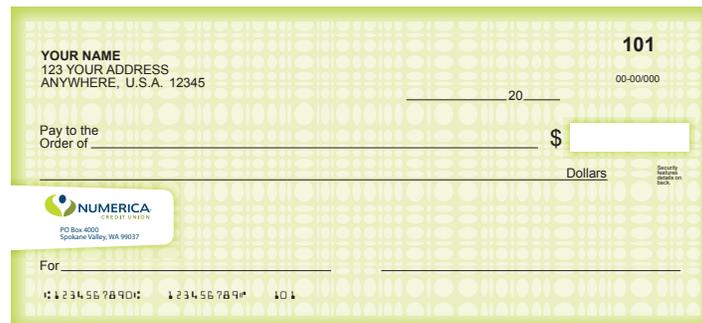


Personal Checks

Personal Checks link directly to your checking account. Checks are NOT guaranteed funds. If you're the person writing the check, the funds may not be instantly withdrawn from your account. The person you wrote the check to, must "cash" the check. Once the check has been cashed, the funds will be debited from your account. A personal check is valid for up to 6 months. It's important that you keep track of any checks you have written. Often people hold on to checks for a while before cashing. This can really mess up your account if you forgot to account for those funds.

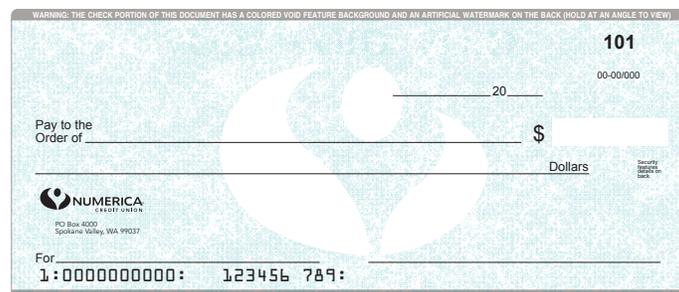
If you don't have the funds in your account to cover a check when it's cashed, you will be responsible for any fees that accrue.

Once you deposit a check into your account, you are accepting responsibility for the funds to be deposited into your account. If the person who wrote you the check doesn't have sufficient funds in their account when the check clears, it will "bounce." This means the check will be returned to the financial institution. If you have already spent the money before the check clears, you are responsible for paying your financial institution back, along with any fees. It is always better to take a check to the issuing bank or credit union, if you have questions about the funds being available.



Cashier's Checks

Cashier's Checks are issued and guaranteed by banks and credit unions. The financial institution prints the document with the name of the payee and the amount. This is a safer form of payment for sellers to accept, since the check can't bounce, due to being guaranteed funds. These types of checks are void if not presented for payment within 180 days. While this type of check is safer than a personal check, there is still a chance it could be fraud. A check hold could still be placed in order to protect you from fraud.

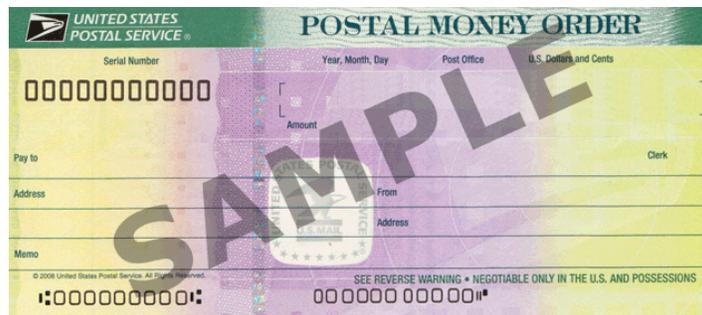


Money Orders



Money Orders

Money Orders are similar to a check and are used for making payments. They are prepaid and issued only after a buyer pays for the money order using cash or other form of guaranteed funds. The name of a payee and the name of a financial institution that issued the money order will appear on every money order. When buying a money order, you'll need to specify who should receive the funds by filling in the name of the person or organization you wish to pay.



Are you savvy at writing checks?

Test your knowledge



Circle One

- | | | | |
|------|-------|-----|---|
| True | False | 1. | It is perfectly acceptable to write a check in hot pink. |
| True | False | 2. | Your routing number and account number are on the bottom of every check. |
| True | False | 3. | If you cash a check that is “bad” you are not responsible for those funds. |
| True | False | 4. | You must sign your check in order for it to be valid. |
| True | False | 5. | Post dating checks is perfectly acceptable. |
| True | False | 6. | Accepting a check from someone you don’t know is always safe. |
| True | False | 7. | If you write a bad check, you will still owe the money and you will be charged a fee. |
| True | False | 8. | If you are writing a check for a service, you should write that in the memo line. |
| True | False | 9. | If you receive a check from someone you don’t know, you should take it to the bank that it is issued from to cash it. |
| True | False | 10. | Writing a check creates a paper trail. |
| True | False | 11. | If you make a mistake on a check – just keep going, it’s fine! |
| True | False | 12. | You can still cash a check that you’ve had for over a year. |
| True | False | 13. | A check is linked to your checking account. |
| True | False | 14. | Throwing away a checkbook in the garbage can is safe. |
| True | False | 15. | Writing void on a check prevents any further action. |

Notes



Notes



Social Media Tips

Social Media Tips



Is social media putting your finances at risk?

Most of us use social media to keep in touch with our friends and families. Fraudsters are becoming smarter at using social media posts to steal your identity and finances. Is your social media putting you at risk?

Common information fraudsters love, that you often share.

Did you know that many of the identifiers (questions members are asked to ensure they are actually speaking to the real member) financial institutions use, most people commonly post on social media?

- Ever tag your mom in a post? If her maiden name is listed on Facebook, you could be at risk.
- Post a cute photo of you and your first pup Fido? “What is the name of your first dog”, is a common security question.
- Do you love all the birthday wishes on Facebook? Fraudsters love this feature too!
- Remember when you first met your significant other? If you posted a photo and tagged the location, you just gave away a common question!
- Is your full name and current city listed on social media?

Most of us do these things without even thinking about it. Posting personal information can lead to an increased risk of fraud.

Avoid clicking on short links that do not clearly show where you are clicking through to. Criminals will often post phony links that claim to show who has been viewing your profile.

Once you click on these links, you could be accidentally providing your personal information.

Trust your gut! Be suspicious of anything that sounds unusual or feels odd. If one of your friend’s post, “We’re stuck in Switzerland and we need money,” it’s most likely a scam. Lucky for you, there is so much technology at our finger tips, it’s usually pretty easy to verify someone’s whereabouts.

Is my purchase safe?

Keep seeing that designer brand shirt on your social feed for the unbelievable price of \$5.99? Or a really cool bike for \$45.00, when it is regularly \$400? Use caution. Sometimes these ads are click bait, gathering your personal information to be sold. Other times they are “selling” an item that will never come.

If you want to buy something online:

- Purchase items from sites that are secure. How do you know a site is secure? Typically, you will see an “HTTPS” in the web address.
- Take advantage of the option to use PayPal, which is a more secure way to make a purchase.
- Check the comments! Are there reviews? Have people actually received the items they are trying to purchase?
- Still not sure if it’s safe, but it’s a must have item - use your credit card. This way if the site is fraudulent, your bank account information will not be compromised.

Remember, if it seems too good to be true, it probably is!

Try not to show off that fancy new tv on your social media pages. Why? Because the next time you are on vacation, you may have opened yourself up to the possibility of being robbed.

Social Media Tips



Social media is a great tool that keeps you in touch with everyone and lets everyone know what you've been up to. Consider the following so your posts don't come back to haunt you!

- **Employers look at your social media.** Before you are hired for a job, or even after being hired, employers can look at your social media and may make a decision based on what they find. Be careful to not post things that are specific to your workplace or co-workers. You are a representative of your work place and your social media can impact your workplace negatively or create problems.
- **Don't trust a profile picture.** Not everyone is who they seem to be on social media. It's very easy to create any type of account with someone's picture and basic information. If you are unsure of someone who is trying to contact you, you can easily Google search their picture and see if it's been used in other places such as other websites and profiles.
- **Keep your location private.** Sharing where you are at different times of the days can be dangerous. Keep in mind, that there is likely always someone watching. Don't put yourself at risk of being harmed or tracked down.
- **Nothing can be permanently "deleted" on the internet.** Anything you post will be seen by someone. Remember that even though you might delete a post, it could already be too late. It is easy to save posts or take screenshots of anything that you have written or posted.
- **Cyberbullying is never ok.** If someone is cyberbullying you, make sure you report them and then block them. Speak up if you are being bullied. If you are the one who is cyberbullying, think twice before you do it. Being a cyberbully can have legal repercussions. You can't hide behind a screen, and pretend that you are in a safe bubble. At the end of the day, nothing on social media stays hidden. It is hard to undo a bad reputation on social media.
- **Think before you slide into someone's DMs.** Conversations you have with another person on social media may not stay just between the two of you. Just like pictures, screenshots can be taken of conversations. If those conversations are inappropriate or are meant to stay private, then you might just want to consider having a face-to-face conversation rather than a text or DM.

Social Media Tips



f Facebook

- **Customize your settings.** Take advantage of being able to set your privacy settings. This gives you more control on what people are able to see on your timeline, and what you want to let others see. Posts can be made public (anyone can see them) or you can customize it so that only your friends or certain individuals are able to see it. Remember, even though someone is not your “friend” on Facebook, they can still see what you have posted on your page if your settings are public.
- **Be careful of accepting all friend requests.** If you don’t really know the person who has just sent you a friend request or if you share no mutual friends, it’s not a bad idea to hold off on accepting them as friends. Remember that not everyone online is who they seem.
- **Go through your friends list and do some spring cleaning.** Sometimes we accept friend requests from people we don’t know or have never interacted with. Remember, sometimes people will just befriend you to see your information or to possibly steal it. It’s not a bad idea to go through your list of friends and unfriend those you don’t know or talk to.
- **Everything on Facebook can be tracked.** Be really careful when posting controversial comments on posts or liking things. Anything you do on social media is tracked and affects your experience. Any time you like a specific page or you do anything on Facebook, that is being kept track of and analyzed. The ads you see on your timeline are not “random”, they are being shown to you for a reason.
- **“Check Ins” aren’t always safe.** Keep in mind that there is always someone watching your social media. You could be jeopardizing your safety checking in to every place you go to. Someone could track you down or realize that you may not be home for several hours. This could open you up to a home invasion or worse.
- **Keep your selfie pictures appropriate.** Having your tongue out in all of your pictures, or posting pictures that can come off as unprofessional, could cause future problems. It’s fun to have creative pictures, just don’t get carried away. Remember, potential employers might be looking at your profile image.
- **People you don’t know can have full access to your timeline through a mutual friend.** You don’t have to be friends with someone on Facebook for them to be able to access your timeline. If you and another person share a mutual friend, it is very easy for that person to go to that mutual friend and ask to view your timeline. They might also even ask about what you post. Keep this in mind when befriending co-workers or mentors.
- **Keep your page as private as possible.** All it takes for someone to take your identity is to have access to your photos and some basic information on your page. Having your hometown, current location, birth date or even relatives on your profile can put you at risk. Consider changing your settings to private so that if anyone tries to look up, they won’t have as much access to your information.

Social Media Tips



Instagram

- **Check that your pictures are off the Instagram Map and remove geotags.** Stalkers like looking at your geotags and seeing where you are at certain times. It's easy to pick up on routines, making it easy to know where you will be at all times.
- **Don't let your number of followers get to your head.** Being popular on Instagram can be very exciting, but don't let that dictate how you behave or what you post. Your social media life can be very different from your "real" life. Be careful with any pictures you post or any of your activity online. No number of followers is worth putting your reputation or future at risk.
- **Be cautious of hashtags.** Hashtags are a great way to classify pictures, or to track similar posts or interests. However, hashtags are public and are a representation of your page. Always be aware of your followers and audience.
- **Review your bio.** Be sure not to have your bio filled with sensitive or personal information. There is no need to be super personal and divulge anything that could lead to identity theft or other dangers. Things like your phone number or address should never be posted.
- **Double-check your privacy settings to see if your account is linked to other social media networks.** Review your settings. Linking accounts could cause pictures that are posted on your Instagram account to be posted to Facebook and Twitter without taking other precautions.
- **Try to avoid any links or accounts that promise more followers or can lead to downloading malware on your phone.** There are a lot of accounts out there promising to help you gain more followers. Sometimes these accounts have you download content with a promise to "improve your pictures" but they might have a malicious intent. Don't trust everything you see, and don't click on anything that is suspicious or too good to be true.

Social Media Tips



Snapchat

- **Snapchats don't go away.** Keep your private parts private. Keep in mind that conversations and Snapchats can be saved. People can take screenshots and have the ability to save what you have sent them.
- **Be careful when publishing snaps to your story.** Publishing pictures on your story makes them available to your friends or anyone who you specifically select. Make sure to double-check who you are sending snaps to. Sending things to the wrong person or crowd could be embarrassing.
- **Sharing your location in Snap Map can be risky.** Your location is something that you should keep private to avoid any dangers.
- **Be cautious when using Snapcash.** Snapcash lets you to link your Snapchat and debit card accounts to make "friend-to-friend" payments or receive money. It's never a good idea to transfer funds to someone you don't know or have only met online. At the end of the day, it's your money (or your parent's money) that's at risk. If the person at the other end is not who they say they are, you are the only one who is losing.
- **You control who contacts you.** You're able to choose if you want to be contacted by your friends or by anyone in the private settings. Anytime someone reaches out to you, it could be a stranger or scammer.



Twitter

- **Be careful with what you retweet.** Retweeting causes that tweet to appear on your page. Be very mindful of what that content is and how it reflects on you.
- **Think before you tweet.** Your tweets should not be your excuse for word vomit. It's easy to want to tweet every single thought you have depending on your mood. Just remember that everything you tweet can be seen by others and be saved. Don't be blinded by your emotions and tweet something you might regret.
- **Check to see if your "Tweet Location" is turned off.** It can't be said enough that your location is one of the most important things to keep private. Do you really need to let everyone know where you are located?
- **Don't be too concerned about going viral.** It's not worth putting yourself in a compromising or embarrassing situation just in hopes of going viral. It won't matter how many retweets you got, if it just caused you problems in the end.
- **Be cautious with articles or pictures on websites that enable them to post to your page.** Sometimes websites will allow you to share their content on your page. Be careful when allowing websites to post on your page since it could be malware or have a negative impact on your image.

Social Media Headlines



“Harvard rescinds acceptances for at least ten students for obscene memes”

The Harvard Crimson
- June 2017

“Four teenage girls arrested after ‘nasty’ attack on 13-year-old shared on social media”

Manchester Evening News
- July 2018

“Tide pod challenge: teens are putting detergent pods in their mouth and posting videos online”

USA Today
- January 2018

“Teens keep stealing each other’s photos to go viral, and it’s really gotten out of hand”

The Harvard Crimson
- June 2017

“Are you really anonymous online? Your friends on twitter may give you away”

The Conversation
- February 2017

“Insta-ban thousands of teens risking an immediate ban for posting driving selfies on Instagram and Twitter while behind the wheel”

The Wichita Eagle
- June 2017

“What is ‘zoom challenge’? Social media fad could endanger kids, pets”

International Business Times
- July 2018

“Colorado students creating fake Facebook accounts to cyber bully & post fight videos”

The Denver Channel
- July 2018

“Teen accidentally killed himself on Instagram live as friends watched”

The Telegraph
- April 2017

Social Media Headlines



“Report: suspected predator targeting metro Atlanta teens on Instagram”

*Atlanta Journal Constitution
- May 2017*

“3 teens arrested after taunting baby with taser, posting it on Snapchat”

Fox News - July 2018

“3 teens charged with cyber harassment for Instagram post”

New Jersey - June 2017

“Cops: teens steal Porsches, brag about it on Instagram”

*Atlanta Journal Constitution
- January 2017*

“Milwaukee teens caught dancing around with loaded gun in school bathroom, post video on Snapchat”

KRON 4 - June 2017

“Teen jumps to death in Snapchat stunt gone wrong”

New York Post - February 2017

“Two Bronx teens arrested for allegedly making threats on Snapchat”

*New York Daily News
- February 2017*

“Police warning over deadly new Snapchat challenge that sees teenagers take selfies while hanging off motorway bridges”

Mirror UK - February 2018

“Teenagers film themselves riding bikes at cars and swerving at last minute for Instagram likes in dangerous new ‘game’ ”

The Sun - March 2018

“Teenager who stabbed friend to death after Snapchat emoji argument jailed for 15 years”

Independent - January 2018

Are you savvy at social media?

Test your knowledge



Circle One

- | | | | |
|------|-------|-----|---|
| True | False | 1. | It is always safe to use your debit card for online purchases. |
| True | False | 2. | Snap Chats go away forever after they have been watched. |
| True | False | 3. | Some employer's use social media to help aid their hiring decision. |
| True | False | 4. | Posting too much personal information online could lead to identity theft. |
| True | False | 5. | Once you delete something from social media it will be gone forever. |
| True | False | 6. | Fraudsters monitor social media. |
| True | False | 7. | You should always accept friend requests from people you don't know. |
| True | False | 8. | Everyone you meet online is really who they say there are. |
| True | False | 9. | It is okay to post a photo of your credit or debit card online. |
| True | False | 10. | Taking quizzes or polls on social media can jeopardize your personal information. |
| True | False | 11. | Posting mean comments about your employer can get you fired. |
| True | False | 12. | You can use Google picture search to verify someone's profile picture. |
| True | False | 13. | Hacking into someone's social media account is nearly impossible. |
| True | False | 14. | Giving someone your passwords is a great way to not forget them. |
| True | False | 15. | Privately messaging someone doesn't mean no one else will be able to see it. |

Notes



Human Resources

Application Guidelines



Be sure to read the application instructions. Each company has specific requirements for the job application. Failure to follow directions could remove your application from consideration for the job.

Personal information

- Use your complete legal name (not a nick name or shortened version of your name). The application is considered a legal document. At the end of the application, you agree that all the information is correct. If false information is listed on the application, you could be terminated for falsifying information.
- Double and triple check that your address, phone number and email address are correct. It is very common for people to misspell an email address or input an incorrect phone number. If that information is incorrect, the employer will have no way to contact you for an interview.
- Create a professional email address. Inappropriate email addresses can discourage employers from contacting you.
- If you are in the process of applying for a job, make sure your voicemail is set up and the message states your full name. If employers can't leave a message or if your voicemail is inappropriate, you may be taken out of consideration for a position.

Cover letter and resume

- If a resume and cover letter are requested, be sure to include both. Even if neither are requested, it is good idea to include both anyway. The only time a resume or cover letter should not be included is if the application specifically states not to provide it.
- Tailor both the resume and cover letter to the specific job you are applying for.

Availability

- Be honest about your availability. Don't include personal information such as, "have to leave to pick up my kids" or "go to a therapy appointment." Instead say something like, "current ongoing obligation at 5:30pm Monday through Friday."

Employment History

- Complete all information accurately. It is a best practice to keep track of exact start and end dates for past employment, internships, and volunteer work. It is also important to know your supervisor's first and last name. If you don't know your exact start and end dates, or your past supervisor's full name, call the company and ask for that information.
- Include main job duties and responsibilities only.
- Be honest about your reason for leaving. Employers will find out the truth, so it is best to disclose why you left a position. "Will discuss at interview" can be an appropriate answer, but be prepared to talk about it if the employer asks. DO NOT state specific personal reasons why you left a position. (Example: "left because I had a heart attack" or "had a baby.") Instead say "I left due to a personal medical reason that has been resolved."
- It is common practice to include all employment on an application within a 10 year time frame. Even if you only held the position for 2 months, include it if it is applicable to the job you're applying for.

Cover Letter Script



Creating a cover letter

Life moves fast. The world is ever-changing especially when referencing the competitive economic job pool. We know this can be intimidating, and a bit overwhelming when applying for a job.

A well thought out cover letter is a tool used to grab the attention of the hiring manager. It can help you get a foot in the door for an interview. Think of a cover letter as your first impression for the company. If it is too dry, too long, or too generic, the hiring manager will be quick to toss your resume aside and move on to the next one. Take this moment to shine in a crowd of dull applicants.

3 questions for writing your cover letter

1. How do I know when to write a cover letter?

Even if a company doesn't ask for a cover letter, or they say it is optional, you should still create one!

The experts say "The only time you do not need to attach a cover letter to your resume is if they specifically ask you not to." Show the hiring manager that you are willing to go above and beyond. A cover letter shows the company how hard you are willing and wanting to work to make an impression. In turn this can be a reflection on how hard you will also work in the future.

2. How long should it be?

Hiring managers will be the first to say that if it's too long they won't read. Keep it short, sweet and to the point. If you simply cut and paste a sample cover letter, we can assure you, they will know the difference. Keep the cover letter to a half to two-thirds of a page.

3. What should I include?

If you had two minutes to summarize who you are and what kind of employee you will be, what would you include? A key thing to remember is if it isn't 100% relevant to the position your applying for, don't include it. The hiring managers will thank you!

Without getting into your personal life you should tell your story of why you want the job. This is where your marketing skills will come into play. Your cover letter should complement your resume, without copying it. Don't go into detail about the bullet points of your resume. Don't talk about how you've mastered yoga or tennis, unless that is needed for the job.

Resume Examples



Sample

JANE DOE

Full Address • City • State • Zip • Phone Number • Email

OBJECTIVE: Design apparel for an innovative retail company

WORK EXPERIENCE: *TIP: Always start with your most current job.*

AMERICAN EAGLE City, State
Sales Associate July 2009 - present

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

PLANET BEACH City, State
Spa Consultant August 2008 - present

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month twice

HEARTBREAKER City, State
Sales Associate May 2008 - August 2008

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

VICTORIA'S SECRET City, State
Fashion Representative January 2006 - February 2009

- Applied my leadership by assisting in the training of coworkers
- Set up mannequins and displays in order to entice future customers
- Provided superior customer service by helping consumer decisions
- Took seasonal inventory

EDUCATION:

UNIVERSITY OF MINNESOTA City, State
College of Design May 2011

- Bachelor of Science in Graphic Design
- Only put your GPA if it's over 3.5
- Twin Cities Iron Range Scholarship

VOLUNTEER EXPERIENCE:

TARGET CORPORATION City, State
Brand Ambassador August 2009

- Represented Periscope Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshman in the Target brand experience

TIP: Add in Community Service - Companies love this!

Interview Questions



Can you tell me about yourself?

This question seems simple. However, many people fail to realize how important the answer can be. Give some accomplishments or experiences that correspond with why you are the right choice for the job! (Don't give personal information about your family, friends or anything not work related.)

What do you know about the company?

Do your research! Let the company know you didn't blindly apply to every open job. The interviewer wants to know you believe in the company. Be prepared by going to their website and learning their mission. Start the answer off by saying "What draws me to this mission is..." or "I really believe in what (XYZ Company) stands for because..."

Why do you want this job?

If you can't answer this question sincerely, you may want to consider another company. Employers want employees who genuinely care. Share why you love the company and the position you are applying for. A good example would be "I really enjoy being able to help people. In this position I would be able to not only grow myself, but also help put a smile on my customers' faces."

Why should we hire you?

This is your time to shine! Explain how your skills can enhance the company. Tell them how you and your contributions will fit in.

How did you hear about the company?

This is another question that might seem simple, but the answer will tell the interviewer a lot about you. This is the time you would want to "name drop" if you found out about the position from a friend or professional contact. Then explain why you were excited to find out about the position. If you simply say you found it on Craigslist and thought you'd give it a shot, they will not be impressed.

Tell me about a challenge or conflict you've faced at work or in your educational career.

This is a tricky one. The interviewer is feeling out how you deal with unpleasant situations. Explain a time that you dealt with a problem. Explain the situation in a positive and proactive manner. Make sure you also share what you learned from the situation.

What is your dream job?

Make your answer relevant and explain why this job will get you closer to your goals. When you simply say "Rock Star" it might be an ambitious and fun dream job, but it will miss the mark. Tell the interviewer why this position will help both you and the company in the long run.

What type of work environment do you prefer?

The answer should mirror the environment of the job you are applying for. Possibly think of another job you held that you enjoyed. Discuss why you appreciated working there. Examples: Nice co-workers, fast paced environment, fun, liked the customer interaction, etc.

Interview Questions



Pair up with another student and take turns being the interviewer and interviewee. The interviewer will fill in answers the interviewee has shared for each question below. The interviewer will also answer the questions below and report back to the interviewee.

Interview questions

- **Why are you interested in this position?**
- **What do you know about our company?**
- **What are two strengths that you would bring to this position?**
- **What are two areas you need to improve on?**
- **Tell me about a conflict that you faced at work or at school and how you overcame it.**
- **Talk about time that you disagreed with a decision made in a team setting? How did you deal with it?**
- **How do you deal with pressure or stressful situations?**
- **What does good customer service mean to you?**
- **What is your greatest academic or professional achievement?**
- **Tell me about a time that you worked in a team setting and what were the good and bad aspects of that experience?**
- **Why should we hire you?**
- **Do you have any questions?**

Interview Observation



Name: _____

Date: _____

1. What did the interviewee do in the interview that was positive?

2. What question do you think the interviewee answered the best?

3. Please rate each interviewee on the following:

a. Eye contact poor fair good excellent

b. Smile poor fair good excellent

c. Posture poor fair good excellent

d. Attire poor fair good excellent

e. Overall poor fair good excellent

4. What feedback would you provide?

5. Would you hire this person?

Numerica provides many exciting benefits to our employees for free!



Medical Insurance – Numerica offers five different medical insurance plans. If you choose Premera Heritage P5, Premera P7, Premera P8 HSA or Group Health we will pay employee's monthly premium in full.

Dental Insurance – Numerica offers three different dental insurance plans. If you choose Washington Dental Service Plan D, we will pay employee's monthly premium in full.

Vision Insurance – Numerica pays the employee's monthly premium in full; enrollment based on your medical insurance enrollment.

Employee Assistance Program – Up to 3 visits per incident for you or anyone in your household; unlimited access to www.firstchoiceEAP.com for resources involving, financial planning, estate planning, parenting, counseling services, and many more services!

NWFA Portal – Access newsletters & additional benefit documents including medical & dental plan booklets at nwfatrust.com

Life Insurance – Covers 1.5 times annual salary payable to your beneficiaries.

Long Term Disability Insurance (LTD) – Receive 66.66% of your monthly salary after a 60 day elimination period for an eligible disability.

AD&D Insurance – A \$25,000 benefit payable to your beneficiaries.

401K Match – Numerica will match 50% of the first 6% of your bi-weekly contributions into your 401K (3% max employer match)

Retirement Plan – Every plan year, once you reach the eligibility requirements, Numerica will deposit an additional 8% based on your annual salary into your retirement account.

Educational Assistance – \$2,000 - \$6,000 (FT) per calendar year (January – December).

PAL Loans – a 0% APR* interest loan paid back through payroll deduction. The amount is \$1,000 once every rolling 12 months.

Emergency Loans – a 0% APR* interest loan paid back through payroll deduction. The amount is \$1,000 once every rolling 12 months.

Paid Time Off (PTO) – Numerica employees earn three weeks (120 hours) PTO per year. For every five years with us, you will earn an additional week (up to six weeks).

Sick Leave Bank (SLB) – You earn 56 hours (7 days) every calendar year, up to an accrual limit of 480 Hours. This time can be used for illnesses.

Compassion Leave – We offer three days (local) five days (out of region) of compassion leave for employees whose loved one has passed away.

Family Day – We offer one day for you to spend with your family or friends! This eight hour day is to use as you wish. In addition to your paid day off, we will give you \$50.00 to spend on your Family Day. All we ask is for you to share your day with us by filling out a Family Day form.

Volunteer Day – We offer eight hours a year to volunteer in the community.

*For a \$1,000 loan for a term of 12 months with a 0% APR, the monthly payment will be \$83.33.

Compensation Quiz



1. How many pay periods are there in a year for someone who gets paid on a specific day every month?
2. How many pay periods are there in a year for someone who gets paid biweekly?
3. How much does someone earn per month if they make \$15.00 per hour and works 40 hours a week?
4. Does someone who works 40 hours a week and gets paid \$15.00 per hour, make more or less than someone who gets an annual salary of \$32,000? Explain why.

Are you HR savvy?

Test your knowledge



Circle One

- True** **False** **1.** You should always arrive at least 10 minutes early for an interview.
- True** **False** **2.** You should always talk about your personal life in an interview.
- True** **False** **3.** You should dress for the job you want.
- True** **False** **4.** It is a good idea to reach out to your network when searching for a job.
- True** **False** **5.** During the interview, it is okay to say you don't like your current job or boss.
- True** **False** **6.** A good resume is one page in length.
- True** **False** **7.** References should be people who will give you a good recommendation.
- True** **False** **8.** It is okay to negotiate pay before accepting a job offer.
- True** **False** **9.** "What do you like about your job?" Is a great question to ask in an interview.
- True** **False** **10.** You should know at least three things about the company you are interviewing with.
- True** **False** **11.** You should look at the benefits offered by a company, not just the pay.
- True** **False** **12.** It's ok to end an interview with a hug or pat on the back.
- True** **False** **13.** Saying you don't have a weakness makes a good impression.
- True** **False** **14.** Being genuine and showing your personality is acceptable during an interview.
- True** **False** **15.** An interviewer can ask you ANYTHING about your personal life.

Notes



Notes

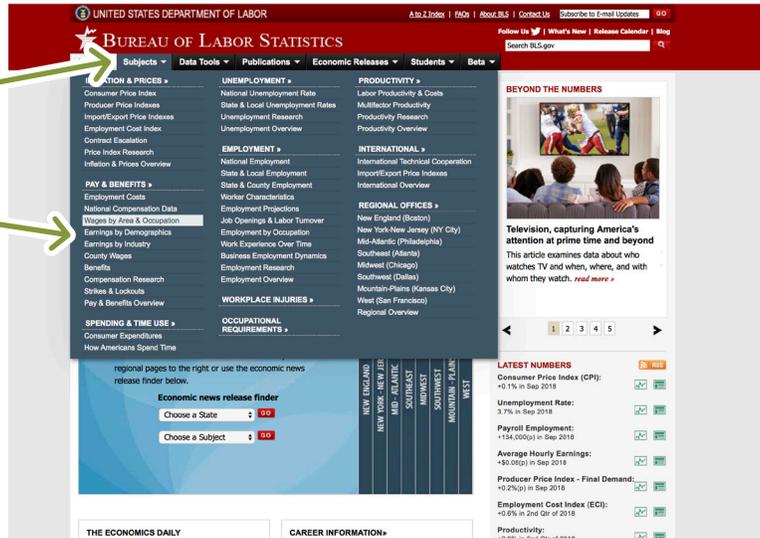


Financial Simulation

BLS.gov Instructions



1. Visit <https://www.bls.gov/>
2. Click "Subjects"
3. Click "Wages"



4. Click "Wage Data by State"



5. Select the state where you want to live.



BLS.gov Instructions



- Find your future occupation in the list. If you can't find your job, click on a closely related job. There should be a link that says, "similar occupations"

Occupational Employment Statistics
May 2017 State Occupational Employment and Wage Estimates
Washington

These occupational employment and wage estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas in Washington.

Additional information, including the hourly and annual 10th, 25th, 75th, and 90th percentile wages and the employment percent relative standard error, is available in the [downloadable XLS file](#).

[Links to OES estimates for other areas and States](#)

Major Occupational Groups in Washington (**Note**—clicking a link will scroll the page to the occupational group):

- 00-0000 All Occupations
- 11-0000 Management Occupations
- 13-0000 Business and Financial Operations Occupations
- 15-0000 Computer and Mathematical Occupations
- 17-0000 Architecture and Engineering Occupations
- 19-0000 Life, Physical, and Social Science Occupations
- 21-0000 Community and Social Service Occupations
- 23-0000 Legal Occupations
- 25-0000 Education, Training, and Library Occupations
- 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
- 29-0000 Healthcare Practitioners and Technical Occupations
- 31-0000 Healthcare Support Occupations
- 33-0000 Protective Service Occupations
- 35-0000 Food Preparation and Serving Related Occupations
- 37-0000 Building and Grounds Cleaning and Maintenance Occupations
- 39-0000 Personal Care and Service Occupations
- 41-0000 Sales and Related Occupations
- 43-0000 Office and Administrative Support Occupations
- 45-0000 Farming, Fishing, and Forestry Occupations
- 47-0000 Construction and Extraction Occupations
- 49-0000 Installation, Maintenance, and Repair Occupations
- 51-0000 Production Occupations
- 53-0000 Transportation and Material Moving Occupations

- Median Pay
- Education level

OCCUPATIONAL OUTLOOK HANDBOOK
Public Relations Specialists

Summary

Quick Facts: Public Relations Specialists	
2017 Median Pay	\$59,300 per year \$28.51 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-Job Training	None
Number of Jobs, 2016	299,000
Job Outlook, 2016-26	9% (As fast as average)
Employment Change, 2016-26	22,900

What Public Relations Specialists Do
Public relations specialists create and maintain a favorable public image for the organization they represent. They craft media releases and develop social media programs to shape public perception of their organization and to increase awareness of its work and goals.

Work Environment
Public relations specialists usually work in offices. Some attend community activities or events. Long workdays are common, as is overtime.

How to Become a Public Relations Specialist
Public relations specialists typically need a bachelor's degree in public relations, journalism, communications, English, or business.

Pay
The median annual wage for public relations specialists was \$59,300 in May 2017.

Job Outlook

Financial Simulation



Occupation: _____

Gross Yearly Income: _____
 -25% for Taxes: _____
 Net Yearly Income: _____
 (Yearly ÷ 12) = Net Monthly Income: _____

Spouse

- None/Unemployed: \$0
- Low Income: \$2,000/month (\$24,000 a year)
- Medium Income: \$3,400/month (\$40,800 a year)
- Does Well: \$6,240/month (\$75,000 a year)

Monthly Addition: +\$ _____

Total: \$ _____

Kids

- 1 Kid \$600
- 2 Kids \$1200
- No Kids

Monthly Cost: -\$ _____

Total: \$ _____

Pets

- Cat \$50
- Dog \$100

Monthly Cost: -\$ _____

Total: \$ _____

Housing

- Buy a house: \$200,000, average mortgage \$1,300/month
- Rent a single room apartment: \$700/month
(If you have kids you can't rent this apartment)
- Rent a house: \$900/month
(average utilities: \$213)

Monthly Cost: -\$ _____

Total: \$ _____

Utilities: \$ **-\$213**

Total: \$ _____

Food (If you are married you must choose family budget)

- Eating out regularly: \$900/month
- Bare minimum groceries: \$350/month
- Low-Moderate: \$450/month
- Family Budget: \$1,000/month

Monthly Cost: -\$ _____

Total: \$ _____

Transportation (If you are married you must add spouse's car)

- Used Car (purchase) : \$16,800, \$470/month
- Honda Civic (lease) : \$340/month
- BMW 3 series (lease) : \$480/month
- Unlimited Bus Pass: \$60/month
- Spouse Car: \$200/month

Monthly Cost: -\$ _____

Total: \$ _____

What's left in your budget? \$ _____

Total from last page: _____

Clothing

- Designer: \$200/month
- Retail (Macys-Target): \$88/month
- Thrift: \$33/month

Monthly Cost: -\$ _____

Total: \$ _____

Communication

- Cell Phone: \$80/month - Unlimited
- Cell Phone: \$35/month - Low Data
- Married Plan: \$160/month

Monthly Cost: -\$ _____

Total: \$ _____

TV

- Basic Cable: \$65/month (Streaming Subscriptions)
- Deluxe Cable: \$100+/month
- Streaming: \$20/month
- No TV

Monthly Cost: -\$ _____

Total: \$ _____

Household Bills (gas, cleaning supplies, oil changes, etc.)

- Living Large: \$1k/month
- Living Well: \$450/month
- Life could be better: \$200/month

Monthly Cost: -\$ _____

Total: \$ _____

Bills

- Example: Credit Card, Student Loans, Insurance \$500

Monthly Cost: -\$ 500 _____

Total: \$ _____

Internet Package

- Basic: \$45/month
- High Speed: \$65/month
- No Internet

Monthly Cost: -\$ _____

Total: \$ _____

Personal Care

- High Maintenance: \$300/month
- Medium Maintenance: \$150/month
- Low Maintenance: \$75/month

Monthly Cost: -\$ _____

Total: \$ _____

Savings

- \$500/month
- \$100/month
- \$40/month
- \$20/month
- \$0/month

Monthly Cost: -\$ _____

Total: \$ _____

What's left? \$ _____

Notes



Quiz Answers



Budgeting

1. True
2. True
3. False
4. True
5. True
6. True
7. False
8. True
9. True
10. False
11. True
12. True
13. True
14. True
15. True

Credit

1. True
2. True
3. False (47%)
4. True
5. False (you must continue to use credit to maintain the score)
6. True
7. True
8. False (350-850)
9. True
10. True
11. True
12. False
13. True
14. True
15. False
16. True
17. True
18. False
19. False
20. False

Investing

1. True
2. True
3. True
4. False
5. True
6. False
7. False
8. True
9. False
10. False
11. False
12. False
13. True
14. True
15. True

Fraud

1. False
2. True
3. False
4. False
5. False
6. True
7. False
8. True
9. False
10. True
11. False
12. True
13. False
14. False
15. True

Checks

1. False
2. True
3. True
4. True
5. False
6. False
7. True
8. True
9. True
10. True
11. True
12. False
13. True
14. False
15. True

Social Media

1. False
2. False
3. True
4. True
5. False
6. True
7. False
8. False
9. False
10. True
11. True
12. True
13. False
14. False
15. True

Human Resources

1. True
2. False
3. True
4. True
5. False
6. True
7. True
8. True
9. True
10. True
11. True
12. False
13. False
14. True
15. False

Glossary



Account – A record of spending and income, provided by a bank, post office, or organization

APR – This stands for annual percentage rate, and is the annual rate charged for borrowing or earned through an investment. It gives people an idea of how much they are charged for borrowing money

Acquisition – The buying of one company by another, also known as a takeover

Annuity – A regular amount paid out to somebody from an investment linked to a managed fund

Assets – Things owned such as buildings, vehicles, stock, and money in the bank

ATM – Automated teller machine – a computerized machine that allows financial institution members to get information on their bank account, withdraw money, or deposit funds

Available balance – Actual amount available in an account including pending transactions

Available credit – The difference between a person's credit limit and the amount of money they have already borrowed or spent on their credit card

Balance – An amount of money, shown on a person's statement, that they have in their account or that they owe at any given time

Balance transfer – An amount a person owes on one credit or store card that they can switch to another credit card

Bankruptcy – If someone cannot pay their debts when they are due to be paid, a court may issue a bankruptcy order against them. This order takes ownership of the debtor's property away from the debtor and allows much of the property to be sold. The money raised is divided between the creditors owed

Beneficiary – This is someone who benefits from a will, a trust, or a life insurance policy

Bond – A written promise to repay a debt at an agreed time, and to pay an agreed rate of interest on that debt

Budget – A plan of spending over a certain length of time, based on how much money a person has

Capital – An amount of money a person saves, invests or borrows, before interest or loss

Car insurance – Insurance that a person needs before driving a vehicle, which, depending on the type of insurance, pays them a certain amount if their car is stolen, and pays a sum towards repairs if the car is damaged due to an accident or fire

Cardholder – A financial institution member issued a credit, debit or cash card

Cash advance – A cash withdrawal using a credit card, for which a person may pay a fee as well as interest

Check – A document in which the writer orders his/her financial institution to pay the receiver of the check the stated amount of money represented on the check

Collateral – If there is a main security for a debt, such as a house securing a mortgage, any extra security supplied are collateral

Compound interest – Interest on the money lent plus interest on any interest already added to the loan

Contract – An agreement between two or more people (or groups) to do (or not to do) something, which may be enforced by law

Glossary



Counterfeit – Something that a person forges or copies with the aim of deceiving another person

Credit – Money that a bank, credit union or a credit card company has lent a person to buy goods or services – interest is typically charged

Credit card – A card issued by a lender, such as a bank or credit union, to a consumer. The card allows the consumer to make a purchase on credit that will be paid back at a later date

Credit history – A history of how well a person has been able to repay debt. A poor credit history means that they may not make payments on time or at all

Credit limit – The highest amount a store or credit card company will lend a person at any time

Credit outstanding – The amount of credit a person has not yet paid back

Credit rating – A score of a person's ability to repay debt such as loans and credit card bills

Credit reference agency – An organization that holds information about a person and their past record of paying back debts, to which lenders may refer before they agree to give a loan

Credit risk – The risk that a person might not repay a loan or credit

Credit scoring – A system used by a lender to give a score to a potential borrower. The higher the score the lower the risk that the person will not repay their loan

Credit union – A non-profit organization that provides accounts and loans to its members

Current assets – Short-term assets constantly changing in value, such as stocks, debtors, and bank balances

Current liabilities – Short-term liabilities that are due to be paid in less than one year, such as bank overdrafts, money owed to suppliers, and employees

Debit – A payment from an account or the cost of buying goods or services

Debit card – An identity card issued by a bank or credit union that the member can use to buy goods or services. The cost of goods or services is withdrawn from the member's account

Deposit – Initial amount of money that a person pays to get something, for example a house or an electrical appliance bought through an installment plan. Can also be funds put into an account

Deposit rate – Rate of interest members earn on money they keep in a bank or credit union deposit account

Disposable income – Income available after a person pays taxes, loans, and buys basic goods and services

Dividend – If a company has profits to share out, it can pay a dividend. The shareholders get so much dividend for each share they own

Endorsement – Writing on a document, for example the signature on a check

Equity – The difference between the value of a person's property and the amount of mortgage they still owe

Estate – A person's assets, including money, when they die

Estimate – A guide to the cost of a good or service, such as electricity

Glossary



Fee – A sum of money a person pays for a service, such as getting a loan or taking out an insurance policy

Finance company – A company that makes money by lending to people who want to buy goods on credit

Financial adviser – Somebody who studies a person's earnings, savings, and spending, and gives advice on how to manage or invest their money

Fixed interest rate – An interest rate that stays the same for a fixed time, no matter how other interest rates may go up or down

Forbearance – This is when one party to an agreement does not pursue their rights even though another party to the agreement has not kept to the agreement's terms.

Gross – The total amount, before fees or taxes are taken

Home insurance – A type of insurance that covers either the property or its contents from theft, fire, flooding, or other damage

Income – Money coming in, such as wages and social welfare payments.

Income tax – You pay this tax according to how much income you have under various categories

Inflation – This is the name for general price increases

Insurance – When policyholders pay premiums to buy insurance coverage, the company receiving the premium agrees to pay for the policyholder's loss if a certain event happens

Interest – A fee a person receives if they save money or pays if they borrow money, usually expressed as a percentage of the savings or the loan

Interest rate – The percentage that a person receives on their savings or pays on their loan

Investment portfolio – A collection of a person's savings, such as shares, bonds, property, and cash

Liabilities – Debts that a person or an organization owes

Liquidity – The ability to convert an asset to cash easily and quickly with little or no loss of value

Loan shark – A person who lends money, charges a very high interest rate, and who does not hold a license to lend money

Maturity – A situation that arises when an investment, such as a term deposit or a life insurance policy comes to an end

Minimum payment – The lowest amount that a credit or store card company will allow a person to repay each month to clear their debt

Monthly installment – A payment made each month, usually to pay back a loan

Mortgage – Uses a property as security for a debt

Net – An amount left after other amounts have been deducted

Overdraft – Overspending funds from an account, causing the balance to be negative resulting in a fee charge

Glossary



Pension – An income a person receives from the State or a private company, or both, after they retire. If a person has their own private pension, they cannot use any of their pension fund until they reach a minimum age, usually 50

Personal loan – A loan taken out by a person to pay for anything they want

Post-dated check – A check written for a future date that may be cashed before, on, or after this date

Recession – A major fall in economic activity in a country, such as investing, creating jobs, or buying goods and services, over an extended period of time

Rent – Term used to describe a payment for using land, buildings, or equipment

Repossession – Take back ownership of something, for example when a mortgage provider takes over a person's home because they have failed to pay back the mortgage on time

Revolving credit – Credit carried over from one billing period to the next when a person doesn't make the full credit card repayment when it's due

Risk – Chance or uncertainty associated with offering loans and with certain investments

Savings account – An account at a financial institution, building society or post office, that allows a person to build up savings and interest

Secured loan – A loan borrowed against a particular asset, known as security. If a person cannot make the repayments when they are due, the lender can take ownership of the asset

Share – An investment that makes a person part owner of a public company, along with all other people who have shares in that company

Statement – A document from a bank or building society that shows recent transactions and payments into and from a person's account

Stock – The capital raised by a business or corporation through the issue and subscription of shares

Stock market – A place that trades stocks and shares

Sub-prime lending – Lending to people who are thought to be less likely than others to repay a loan, for example those with a limited or poor credit history or a recorded bankruptcy

Term loan – Banks offer these loans to companies and individuals for a fixed period, for example three or five years

Unsecured loan – A loan that is not backed by a particular asset. If a person does not pay back the loan the lender cannot take any asset in return, but may still take the person to court

Withdraw – Taking money out of an account

CERTIFICATE OF COMPLETION

This certificate is awarded to

For successfully completing the
Numerica Financial Education Program



Financial Education Officer

Scholarships



numericacu.com/scholarships



“The program will help me maintain financial stability through smart planning and budgeting”

*Alison Forster
- 2018 Scholarship Recipient*

“I believe that I have become a more patient and caring person, and these are qualities that will benefit me in my future career”

*Jordyn Butcherite
- 2018 Scholarship Recipient*



Contact Us



**Any questions?
Contact our Financial Education team!**

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