

**WORKSHOP #5:**  
**WHAT IS A CURRENT ACCOUNT AND HOW DO I USE  
IT?**

## AN IMPORTANT NOTE ABOUT THE ENGLISH WORKSHOPS

The English workshops have been conceived as translation blueprints for the individual languages. Since the creation of the workshops has been organized in Germany, most of the country specific information in the English workshops refers to Germany. While teachers and learners should beware of topics that can be very country specific like “Retirement planning” or “Insurance”, most of the advice on relatively universal topics like “Financial assets” and “Liquidity” should apply internationally.

Our decision to upload the English versions is based on the hope, that this fundamental financial knowledge can reach a wider audience, if we publish our project in multiple languages as well as the current *lingua franca*, which is English. In addition, even the parts that are specific to Germany might be used to educate non-German speakers, like immigrants, on the financial specifics of German life.

## ROLLOUT

The Finanzfit-Workshop #5 on the topic of "Current accounts" is intended to support teachers and is not suitable for independent learning. The workshop is designed to be about 4½ hours long and to be worked on in a group. Individual exercises or materials can and may of course be used independently of the rest of the workshop. In order to help structure the workshop or the use of the exercises, all exercises are provided with their planned duration. It should be noted that this workshop is still a work-in-progress at the moment.

In five teaching phases, basic knowledge about dealing with money is developed. The focus in this workshop is, of course, on *current accounts*.

The five phases build on each other as follows:

1. First, learners approach the topic with their own knowledge and intuition.
2. In the next phase, students should get a feeling for when a current account can be useful. For this purpose, they reflect on their income and expenditure.
3. The students' knowledge is to be deepened by learning what exactly a current account is and what they can use it for.
4. To control the learning success, learners can perform mini-games in the finance webapp.
5. Finally, media content is available in the web app to secure the learning success and to deepen the topics digitally.

## PHASE 1: ENTRY

1.1 WELCOME AND THEMATIC INTRODUCTION (APPROX. 5 MIN.) IN THE PLENARY SESSION: WHAT HAPPENS IN THE FOLLOWING LESSON UNIT? WHAT ARE THE OBJECTIVES OF THE TEACHING UNIT?

### 1.2 LEAD-IN GAME

**Question:** I know very well versus not at all well. Learners are asked to rank themselves according to their level of knowledge on a scale represented by a strip of tape running across the classroom.

*Different statements:*

- I am familiar with the various functions of my current account ...
- When it comes to online banking, I know myself ...
- I know about different payment methods and their security levels. I know.

**Learning objective:** The learners are encouraged to participate, the learners reflect on their level of knowledge, the teacher gets a picture of the level of knowledge and can adapt the course if necessary.

**Method:** plenary

**Working material:** Tape

**Duration:** 10 minutes

**Role of the teacher:** Observer, moderator

**Reflection:** Individual learners who consider their knowledge to be low can be asked what they would like to learn in the course. If many learners consider their knowledge to be large, the knowledge may be more "collected" from the class.

## PHASE 2: TRANSITION

### INCOME - EXPENDITURE

**Learning objective:** Learners should get an idea of why a current account is necessary at all by comparing their income and expenditure.

**Method:** Individual work, discussion in plenum

**Working materials:** M1 Income - expenditure

**Duration:** 30 minutes

**Role of the teacher:** observer, moderator

**Reflection:** The income and expenditure which is usually channelled through the current account is then to be highlighted: Salary, rent, energy, internet and telephone, insurance, association fees and other regular payments, ...

To keep track of income and expenditure, it is advisable to have a current account. Joint collection of key questions on the topic, e.g.

- How do I open a current account?
- At what age can I open a current account myself?
- Does the current account cost fees? How high are these?
- Who has to sign when opening the account?
- May I overdraw the current account?
- At which bank should I open the current account?

### PHASE 3: DEVELOPMENT

#### 3.1 WHAT IS A CURRENT ACCOUNT (1)?

**Objective:** The learner learns the functions of a current account using a cloze text.

**Method:** Individual work, discussion in plenum

**Working material:** M2 gap text

**Duration:** 15 minutes

**Role of the teacher:** observer, knowledge mediator

**Reflection:** benefits of an account for young people under 18

#### 3.2 WHAT IS A CURRENT ACCOUNT (2)?

**Learning objective:** The learner works out the functions of a current account by correctly assigning phrases.

**Method:** partner work, discussion in plenum

**Working materials:** M3 sets

**Duration:** 15 minutes

**Role of the teacher:** observer, knowledge mediator

**Reflection:** dangers of a current account, especially for young people

#### 3.3 OPENING AN ACCOUNT

**Learning objective:** Learners learn how to open an account and the specifics of account management for minors.

**Method:** Group work (3-4 learners per group), discussion in plenary

**Working material:** M4 information texts (make sure there are enough copies, one text per group)

**Duration:** 45 minutes

**Role of the teacher:** observer, moderator

**Reflection:** To what extent do the 5 texts complement each other?

### 3.4 PAYMENT METHODS

**Learning objective:** The learners know the differences and useful applications of credit transfers, direct debits and standing orders.

**Method:** partner work, discussion in plenum

**Working material:** M5 Information texts Credit transfer, standing order, direct debit; M6 Which payment procedure is appropriate?

**Duration:** 45 minutes

**Role of the teacher:** observer, knowledge mediator

**Reflection:** advantages and disadvantages of payment methods

### 3.5 ONLINE BANKING

**Learning objective:** The learners are familiar with the different ways of doing online banking and know the dangers and how to avoid risks.

**Method:** partner work, discussion in plenum

**Working material:** M8 online banking - how does it work? M9 Online banking - different methods

**Duration:** 30 minutes

**Role of the teacher:** advisor

**Reflection:** The plenum reflects on the opportunities and risks of online banking

### 3.6 CURRENT ACCOUNT OVERDRAFT

**Learning objective:** Students jointly reflect on the dangers of overdrafts and recognise the usefulness of a revenue and expenditure plan

**Method:** Individual work, discussion in plenum

**Working materials:** M10 cost traps

**Duration:** 20 minutes

**Role of the teacher:** observer

**Reflection:** credit - opportunity or danger?

### 3.7 BANK CARDS

**Objective:** The learners know the differences and possible uses of the various bank cards and know what to look out for in the retail sector.

**Method:** Individual work, decision game in plenary

**Working material:** M7 Structure and function of bank cards

**Duration:** 45 minutes

**Role of the teacher:** observer, game master

**Reflection:** Credit cards: superfluous or indispensable?

#### DECISION GAME:

Three corners in the room symbolise the terms Girocard, Money card and credit card. The teacher suggests different situations. Depending on what the learners choose, they stand in the appropriate corner of the room. The teacher asks for the reason for the decision and adds if the explanation was wrong or incomplete.

#### POSSIBLE SITUATIONS:

Which card is suitable for

- withdrawing money at an ATM of your own bank?
- withdrawing money at an ATM of a different bank in your own country?
- withdrawing money while on vacation in France?
- buying a ticket at a parking meter?
- paying by card while on vacation in Italy?
- paying by card while on vacation in the USA
- buying a magazine at the supermarket checkout?
- paying for a purchase on the Internet, e.g. concert tickets?
- paying for a smartphone bought on the Internet for 400€, when the necessary funds will first be available at the beginning of the next month?
- getting your bank statements?
- buying a train ticket?



- buying a scoop of ice cream?

#### PHASE 4: CONTROL

To check the learning success, the learners complete the mini-game "Drag and Drop" in the "Current account" section of the Finanzfit WebApp (<https://finanzfit.whkt.de/e-learning-webapp/>). The learning goal is checked digitally. The learners receive an immediate check of their solutions, as there is only one correct answer/assignment in each case.

#### PHASE 5: SECURING OF THE LEARNING OUTCOMES

To secure the learning success, additional media are available in the Finanzfit WebApp (<https://finanzfit.whkt.de/e-learning-webapp/>).

The info pool provides extra and further tasks for the workshops "Financing", "Insurance", "Liquidity" and "Current account", which can be used either for the purpose of internal level differentiation or for groups with a high level of learning.

In the "Media" section, videos are available for digital intensification of the learning content, providing learners with information on the relevant topics in language appropriate to the target group.

The first edition of the Finanzfit magazine, which is also available for download (pdf file) in the Media section, takes up the topics covered in the workshops "Financial assets," "Financing" and "Liquidity" in an entertaining way. The second edition of the Finanzfit magazine deals with the topics "Insurance," "Current Account" and "Retirement Planning".

## OVERVIEW MATERIAL

- M1 Overview of monthly income - monthly expenditure
- M2 Gap text: Tom opens an account
- M3 Phrases: What is a current account?
- M4 Information texts: Account opening
- M5 Information texts: Transfer, standing order, direct debit
- M6 Which payment procedure is appropriate?
- M7 Structure and function of bank cards
- M8 Online banking - how does it work?
- M9 Online banking - different methods
- M10 Cost traps - advantages of the income-expenditure plan

## SOLUTIONS FOR THE TEACHER

M2: current account, cashless, adult, consultation, overdraft facility, interest, deposit, transfer

M3: 1d, 2e, 3g, 4a, 5c, 6b, 7f

M6: 1 bank transfer, 2 standing order, 3 direct debit, 4 bar

M9: Chip Tan procedure, TAN, mobile TAN procedure, signature, PIN, TAN, push TAN procedure, App

**SOLUTION M6**

**SEPA-Überweisung / Zahlschein**

**ABZ Bank**

Name und Sitz des überweisenden Kreditinstituts

BIC

Für Überweisungen in  
 Deutschland und  
 in andere EU- / EWR-  
 Staaten in Euro.

Begünstigter / Zahlungsempfänger: Name, Vorname/Firma (max. 27 Stellen, bei maschineller Beschriftung max. 35 Stellen)

**Onlineshop Multimedia**

IBAN des Begünstigten (max. 34 Stellen)

**DE45012345678907321485**

BIC (SWIFT-Code) des Kreditinstituts des Begünstigten (8 oder 11 Stellen)

Betrag: Euro, Cent

**33,95**

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Überweisenden - (nur für Begünstigten)

**Invoice No.15/08**

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen, bei maschineller Beschriftung max. 2 Zeilen à 35 Stellen)

Kontoinhaber / Zahler: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

**Muster, Max**

IBAN

**DE71110245650002897889**

**08**

Datum

**DD.MM.YYYY**

Unterschrift

*Max Muster*

Kabel 21 GmbH, Anystreet 1, 12345 Anytown, Germany  
 Creditor-ID: DE99ZZZ05678901234  
 Mandat reference: 987 543 CB 2

*Please fill out* 

**SEPA Direct Debit Mandate**

I authorise Kabel 21 GmbH to collect payments from my account by direct debit. At the same time, I instruct my credit institution to redeem the direct debits drawn on my account by Kabel 21 GmbH.

Note: I can request a refund of the debited amount within 8 weeks, starting with the debit date. The conditions agreed with my credit institution apply.

Name & Address: *Max Muster, Parklane 8, 6789 Newtown*

Credit institution: *ABZ Bank*

IBAN: *DE71 1102 4565 0002 8978 89*

BIC: \_\_\_\_\_

*April 5th, Newtown, Mike*

Date, place and signature

## Standing order

Standing order

to  
 ABZ BANK NRW  
 40000 Duesseldorf, Germany

### 1. Personal information

You can also use this form for cross-border standing orders in the SEPA area.

*Max Muster*

Name(s) / surname(s) of the debtor(s)

*DE71 102 4565 0002 89 78 89*

IBAN of the debtor(s)

### 2. Bank details of the payee(s)

Please set up a standing order  Please change the following standing order  Please delete the following standing order

*Sports club*

Name(s) / Surname(s) of the payee(s)

*DE 51 1001 0050 1234 5678 90*

IBAN of the payee(s)

*Sample bank X*

Name of the bank

### 3. (Further) details about the standing order

Intended purpose

*Membership number 45985*

First / Next execution on *DD.MM.YYYY* Last execution on \_\_\_\_\_

Cycle  monthly  2-monthly  quarterly  semi-annual  annual

Amount *17,00* EURO

*DD.MM.YYYY*

Date

*Mute*

Signature of the primary account  
holder or legal representative

  
*Please fill out*

**M1 MONTHLY INCOME - MONTHLY EXPENDITURE**

**Task:** Fill in the table of your monthly income and expenses (10 minutes).

<b>Income</b>	<b>Amount</b>	<b>Issues</b>	<b>Amount</b>
Salary/Wage		Rent	
Part-time job		Service charges, e.g. electricity, water	
Child benefit		car, tickets	
Miscellaneous		Telephone/Mobile phone	
		Insurance	
		Savings contracts	
		Clothing	
		Hobbies	
		Leisure, e.g. cinema, festivals etc.	
		Miscellaneous	
<b>Total:</b>	-	<b>Total:</b>	-
	€		€
	-		
<b>Surplus/deficit</b> (revenue-expenditure):	€		

## M2 GAP TEXT TOM OPENS AN ACCOUNT

**Task:** Fill in the gaps in the text with the specified words (5 minutes)

Tom (17) has decided to open a \_\_\_\_\_. This is a bank account. This is how payment transactions can be made \_\_\_\_\_.

To open a current account, you have to be 18 years old, in other words \_\_\_\_\_. Otherwise you need the consent of the parents. Tom goes to a \_\_\_\_\_ in a bank with his father.

The current account is free of charge. There is no \_\_\_\_\_. So the current account cannot be overdrawn and you do not have to pay \_\_\_\_\_ to the bank.

Because Tom has not yet turned 18, his father signs the contract.

Now Tom can \_\_\_\_\_ money, for example his pocket money, on his account. Tom's grandmother also provides him with some pocket money every month. Now she can simply \_\_\_\_\_ it to Tom's current account.

**Words to insert:** cashlessly, consultation, overdraft facility, deposit, current account, transfer, of age, interests



**M3 PHRASES WHAT IS A CURRENT ACCOUNT?**

**Task:** Works in pairs. Connects the parts of a sentence to form sentences (10 minutes).

1. A current account is a...	a) ...free of charge
2. A current account is opened...	b) ...called overdraft facility.
3. I can open a current account myself from an age of ...	c) ...to get overdrawn. If you are over 18 and have a regular income, you are allowed to overdraw your account.
4. Current accounts are for students...	d) ...bank account and is used for the processing of cashless payment transactions
5. Checking accounts for students under the age of 18 are not allowed...	e) ...after a personal consultation with a bank consultant and parents.
6. The overdraft is...	f) ...pay interests. They currently amount to approx. 14%.
7. To get an overdraft facility, you have to...	g) ...18 years. If I'm not 18 yet, I need parents present.

## M4 INFORMATION TEXTS: ACCOUNT OPENING

**Task:** Form groups of 3 or 4. Read your lines. Underline the most important information. Think about how you can inform your classmates about your topic in your own words. Write the most important keywords on the blackboard during your presentation (25 minutes).

### 1. THE WAY CONTRACTS ARE CONCLUDED

In a contract (at least) two persons agree and make a unanimous declaration of intent to achieve a common purpose.

For example, if you want to buy a bike, you will agree with the bicycle dealer on what bike you will buy and how much you will pay for it. The dealer gives you the bike so that you become the owner and you pay the agreed purchase price in return.

If you want to have a current account, it works similarly: You agree with the bank that you will get a current account from the bank. To do this, you fill out an application. The bank accepts your application and gives you an account number for your current account. You get the possibility to pay without cash and also to receive money on your account.

You need a valid identity card or passport to open an account. (Minors also need the consent of their parents. For this purpose you will be informed by working group 2). If you do not have a German passport, you also need a registration certificate or a residence permit.

#### *TIP:*

Banks often have different account models. Find out exactly which model makes sense for you. And have the costs explained to you in detail. A few examples to keep an eye on:

- monthly account management fees
- often there are cheap models for pupils and trainees
- withdrawing money from cash dispensers, especially from machines of other banks, can be expensive
- sometimes accounts that are only held online are cheap
- cost of credit cards

## INFORMATION TEXTS: ACCOUNT OPENING

**Task:** Form groups of 3 or 4. Read your lines. Underlines the most important information. Think about how you can inform your classmates about your topic in your own words. Write the most important keywords on the blackboard during your presentation (25 minutes).

### 2. MINORS AND THE OPENING OF A CURRENT ACCOUNT

Minors are protected against the ill-considered conclusion of a contract that would cost them dearly. Children under the age of seven are therefore not able to effectively conclude any contracts at all. Anyone between the ages of 7 and 17 has limited legal capacity and can only conclude a contract themselves under certain conditions.

As a minor (7-17 years) you can conclude a contract without your parents' consent if the contract only brings you legal advantages. That means that you do not have to give anything in return.

Here's an example: When you are given a gift, you usually only have a legal advantage. Someone gives you a bicycle or a computer and you accept the gift. This is also a contract. It is important that the gift does not create any obligations for you (e.g. you have to pay money). However, your parents may decide whether you are allowed to use the gift.

When you open a current account, obligations arise for you. For example, you have to pay a monthly fee. Even withdrawing money and some services cost something. This is legally detrimental to you. Therefore, you need the consent of your parents to open a current account.

#### *TIP:*

The opening of an account must be approved by all parents, in most cases both parents. However, if someone is explicitly against it, you cannot open an account. This also applies to other transactions such as bank transfers, cash withdrawals or the application for a payment card.

#### M4 INFORMATION TEXTS: ACCOUNT OPENING

**Task:** Form groups of 3 or 4. Read your lines. Underline the most important information. Think about how you can inform your classmates about your topic in your own words. Write the most important keywords on the blackboard during your presentation (25 minutes).

#### 3. POCKET MONEY IN THE CURRENT ACCOUNT

Pocket money is money that you can freely dispose of. Your parents can decide that you may only make small purchases with your pocket money.

For example: You save your money and buy an expensive computer. The purchase contract you have concluded will only become effective when your parents agree to it. They can do that before or after. If they do not agree, the deal is void and you must return the computer.

What applies to buying with cash also applies to the current account. If you want to withdraw money as part of your pocket money, this is covered by the parents' consent. Because they give you the pocket money to use at your disposal, you can always withdraw the money on your own. However, if you save your pocket money diligently and therefore have a large amount of money in your account, you need your parents' permission to withdraw all the money.

#### M4 INFORMATION TEXTS: ACCOUNT OPENING

**Task:** Form groups of 3 or 4. Read your lines. Underline the most important information. Think about how you can inform your classmates about your topic in your own words. Write the most important keywords on the blackboard during your presentation (25 minutes).

#### 4. THE GENERAL CONSENT OF YOUR PARENTS

If you want to open a current account, withdraw or transfer money or pay with your account card, you will need your parents' consent every time. Why this is the case is explained by Working Group 2.

Your parents can also give you a so-called general consent in advance. This is how they determine what you can do with your account.

Your parents can also determine how much money you are allowed to spend per month.

Consent does not automatically apply to everything. For example, you may not overdraw your current account just because your parents agree that you have a bank card.

If you overdraw your account or take out a loan, you even need the consent of the guardianship court.

#### M4 INFORMATION TEXTS: ACCOUNT OPENING

**Task:** Form groups of 3 or 4. Read your lines. Underline the most important information. Think about how you can inform your classmates about your topic in your own words. Write the most important keywords on the blackboard during your presentation (25 minutes).

#### 5. WORKING YOUNG PEOPLE AND THE OPENING OF A CURRENT ACCOUNT

If you are a minor, you will need your parents' consent for most contracts. Why this is the case is explained by Working Group 2.

This also applies if you wish to conclude an employment contract. However, if they give you consent for an employment contract, you can conclude all the contracts that go with it without your parents' further consent. You can conclude the employment contract and also terminate it again. You can also open a current account for your salary without further consent from your parents. You may withdraw your full salary in cash. For other banking transactions you still need the permission of your parents.

This special feature only applies to young people who are really working, because a certain degree of independence is necessary to be able to exercise a profession properly. If you are still in education, you always need your parents' consent to open an account.

## M5 INFORMATION TEXTS: TRANSFER, STANDING ORDER, DIRECT DEBIT

**Task:** Work in pairs. Read the texts on payment methods and highlight important information.

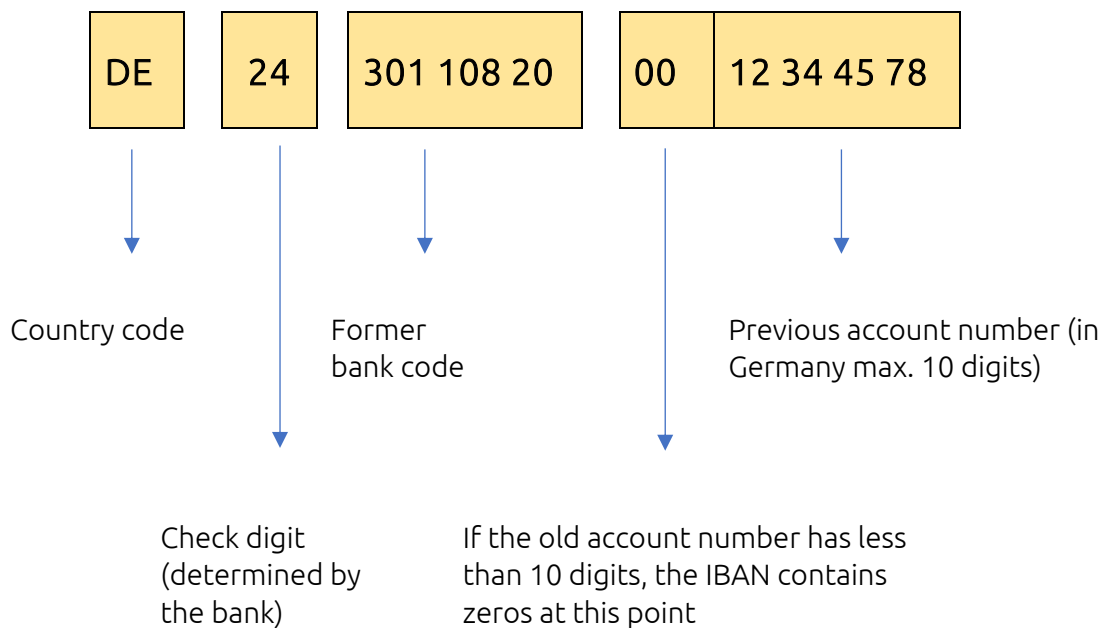
### Information

Paying with cash is still widespread but practical cashless payment transactions are increasing steadily, especially among young people. This unit illustrates the differences between the various payment procedures.

#### 1. BANK TRANSFER

When making a transfer, you instruct the bank to transfer a certain amount of money from your own account to the recipient's account. The transfer is particularly suitable for the one-off or occasional transfer of funds by the account holder, for example to settle an invoice. Unless otherwise agreed, transfer orders shall become irrevocably effective upon receipt by the financial institution. This means that once the money transfer is underway, it cannot be stopped - even if a mistake is made.

For bank transfers, only the IBAN is authoritative. The name of the recipient has no meaning.



#### COMPOSITION OF THE IBAN

IBAN stands for "International Bank Account Number", a uniform account number throughout Europe. The IBAN always has 22 digits and is made up as follows

## 2. STANDING ORDER

With a standing order, an amount is transferred to a recipient at regular intervals. The account holder determines when, how much and how often the amount should be transferred. Standing orders are suitable for payments that are always made to the same recipient in the same amount and at a fixed time. Similar to the bank transfer, bookings made by standing order cannot be reversed. A typical example of the standing order is rent.

## 3. DIRECT DEBIT

In the case of a direct debit, a payee, e.g. a company, is given permission to debit funds from its account and its own bank is given permission to execute this direct debit (SEPA direct debit). For recurring payments of varying amounts, such as telephone and electricity charges, direct debit is the most practical method. A direct debit can be reversed within eight weeks in case of complaints.



## M6 WHICH PAYMENT PROCEDURE IS APPROPRIATE?

**Task:** Decide together which payment procedure would be appropriate for the four situations. Then fill out the appropriate form together. Your bank details: ABZ Bank, IBAN DE71 1102 4565 0002 8978 89 (M5 and M6: 30 minutes).

### SITUATION 1

You order DVDs from the online shop Multimedia on account.

Game of Thrones season 6 is available for only 33.95 €.

Invoice no. 15/08, shop data: IBAN DE45 0123 4567 8907 3214 85, sample bank

cash       bank transfer       standing order       Direct debit

### SITUATION 2

You keep yourself fit and are a member of a sports club.

The monthly fee is 12,00 €. The membership number is 45985.

Data of the association: sample bank X, bank code 10010050, IBAN check digit 51, account number 1234567890

cash       bank transfer       standing order       Direct debit

### SITUATION 3

Your mobile phone contract costs 15.99 € per month. International calls and special numbers cost extra. Customer number: 12456/16-TK

Provider's data: Sample bank S, IBAN DE99 0567 8901 0001 2340 58

cash       bank transfer       standing order       Direct debit

### SITUATION 4

You find a pair of jeans in your favourite store. A special offer for 24 €.

cash       bank transfer       standing order       Direct debit

**€uro-Überweisung (SEPA)**

Für Überweisungen in Deutschland, in andere EU-/EWR-Staaten und in die Schweiz in Euro.  
 Kontoinhaber trägt Entgelte bei seinem Kreditinstitut; Zahlungsempfänger trägt die übrigen Entgelte.

Angaben zum Zahlungsempfänger: Name, Vorname/Firma (max. 27 Stellen, bei maschineller Beschriftung max. 35 Stellen)

IBAN

BIC des Kreditinstituts/Zahlungsdienstleisters (8 oder 11 Stellen)

**SEPA-Überweisung** € Betrag: Euro, Cent

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Zahlers - (nur für Zahlungsempfänger)

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen, bei maschineller Beschriftung max. 2 Zeilen à 35 Stellen)

Angaben zum Kontoinhaber: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

IBAN  
 D E 16

Datum Unterschrift(en)

SEPA-Überweisung €uro

**SEPA-Überweisung / Zahlschein**

Name, town of your bank BIC of your bank Für Überweisungen in Deutschland und in andere EU- / EWR- Staaten in Euro.

Name und Sitz des überweisenden Kreditinstituts BIC

Begünstigter / Zahlungsempfänger: Name, Vorname/Firma (max. 27 Stellen, bei maschineller Beschriftung max. 35 Stellen)  
 Name of the beneficiary (last name, first name or company)

IBAN des Begünstigten (max. 34 Stellen)  
 IBAN of the beneficiary

BIC (SWIFT-Code) des Kreditinstituts des Begünstigten (8 oder 11 Stellen)  
 BIC of the beneficiary

Betrag: Euro, Cent  
 Amount to be paid

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Überweisenden - (nur für Begünstigten)  
 Any reference or purpose (e.g. invoice number)

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen, bei maschineller Beschriftung max. 2 Zeilen à 35 Stellen)  
 Any reference or purpose (e.g. invoice number), second line

Kontoinhaber / Zahler: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)  
 Your full name/company

IBAN  
 Your IBAN 08

Datum Unterschrift  
 Date Signature

Kabel 21 GmbH, Anystreet 1, 12345 Anytown, Germany  
Creditor-ID: DE99ZZZ05678901234  
Mandat reference: 987 543 CB 2

  
*Please fill out*

### SEPA Direct Debit Mandate

I authorise Kabel 21 GmbH to collect payments from my account by direct debit. At the same time, I instruct my credit institution to redeem the direct debits drawn on my account by Kabel 21 GmbH.

Note: I can request a refund of the debited amount within 8 weeks, starting with the debit date. The conditions agreed with my credit institution apply.

Name & Adress: \_\_\_\_\_

Credit institution: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC: \_\_\_\_\_

\_\_\_\_\_  
Date, place and signature

## Standing order

Standing order

to  
 ABZ BANK NRW  
 40000 Duesseldorf, Germany

### 1. Personal information

You can also use this form for cross-border standing orders in the SEPA area.

Name(s) / surname(s) of the debtor(s)

IBAN of the debtor(s)

### 2. Bank details of the payee(s)

Please set up a standing order  Please change the following standing order  Please delete the following standing order

Name(s) / Surname(s) of the payee(s)

IBAN of the payee(s)

Name of the bank

### 3. (Further) details about the standing order

Intended purpose

First / Next execution on \_\_\_\_\_ Last execution on \_\_\_\_\_

Cycle  monthly  2-monthly  quarterly  semi-annual  annual

Amount \_\_\_\_\_ EURO

Date

Signature of the primary account  
holder or legal representative

  
*Please fill out*

## M7 STRUCTURE AND FUNCTION OF BANK CARDS

**Task:** Read the text and mark three important aspects per bank card.

### *Information*

After the account has been opened, bank cards and the corresponding PIN are sent by separate mail. In an accompanying letter, the banks request that the bank card be signed and stored separately from the PIN.

Bank card is the generic term for various cards issued by credit institutions. The cards differ in their functions.

### GIRO CARD

The Girocard is a national bank card with payment function, formerly known as an EC card. It is a debit card, i.e. the account is debited immediately. Without a PIN, it serves as an identification card and can be used for the statement printer and for withdrawals at the counter of your own bank or as a cash card. With PIN, cashless payment and the use of cash dispensers is possible. The Maestro or V-Pay logo indicates the international payment function

### CREDIT CARD

Credit cards are available in different variants. They are managed independently of the current account. The individual payment transactions are collected on a card account to which a reference account (current account) is assigned. When the reference account is debited with the card transaction varies.

With the actual credit cards (revolving cards) there is no automatic debit from the current account. The card company also settles accounts once a month, and the cardholder then decides how the amount is to be repaid. Only a minimum amount, e.g. 5% of turnover, is obligatory. If the entire amount owed is not repaid at once, (high) interest must be paid. Risk of getting into debt! This type of card is absolutely not recommended!

The best known providers are VISA, Mastercard and American Express. VISA and Mastercard do not issue cards themselves. The cards are issued by your own bank or by third parties, which can be other banks (for example your house bank) or companies (for example the Amazon credit card or the Bahncard credit card).

### WHAT ARE CREDIT CARDS USED FOR?

- Travel payment methods
- Payment in Online Shops
- Deposit for rental car or hotel booking
- borrowing facilities

## M8 ONLINE BANKING - HOW DOES IT WORK?

**Task:** Work in pairs. Read the text and highlight important information.

With online banking, you can carry out your banking transactions from a computer, smartphone or tablet. Here it is particularly important to observe certain safety precautions. We will go into this in more detail below.

*The key message: Safety is the highest priority!*

With online banking I have direct access to the bank computer and to my accounts. Two different procedures can be distinguished here:

### BROWSER-BASED INTERNET BANKING

Here you use the access via the bank's website. This provides the most important functions browser-based.

### USE OF ONLINE BANKING APPS

Most banks offer their own apps for the smartphone. With this special application, banking transactions can also be carried out on the road. With the smartphone you are then independent of your home PC.

For secure online banking, not only the home PC or smartphone must be secure from hacker attacks, but also the procedure by which the customer releases an order.

A secure procedure is when the transaction number (TAN)

- is generated from the transfer data.
- has a time limit.
- is generated with an additional device.

The TAN in online banking is comparable with the signature that you would otherwise provide on the transfer form, for example.

There are various methods for generating TANs for the use of mobile TAN procedures, which are differentiated below:

### CHIPTAN

The Girocard must be registered for the procedure. Furthermore you need a TAN generator. This can be requested from the bank or purchased from specialist retailers (costs approx. 10-15 euros).

Usually the "flicker code" procedure is used. Here the transfer data is converted into a black and white image with five bars, similar to a barcode.

*Procedure:*

To release it, the TAN generator must then be held in front of the alternately lit bars. The signals are used to transfer the transaction data to the generator and to generate a TAN. Here, one can speak of a very high level of security, because the TAN is generated on the generator and only works with the associated girocard.

## PHOTO-TAN

Here you need a special reader (approx. 15 Euro), which you have to register at the bank. Alternatively, some banks offer a photo TAN app for your smartphone.

*Procedure:*

After you have entered the transfer data, a coloured graphic is generated on the display, which you scan with the reader or app. Tan generation with two separate devices and data encryption offer high security.

## PUSH-TAN

Here the necessary TAN is generated via a special app. You will receive the TAN by mobile phone or tablet.

*Procedure:*

Start the password-protected Push-TAN app and enter the transfer data. You will then receive a message with the TAN and the transfer data or you have to switch to the Push-TAN app to view the data. Since the Push-TAN app is operated in isolation in the smartphone, it is possible to receive the TAN on the same mobile device on which the banking app is located. However, this is less secure than using two separate devices. Here, too, one generally speaks of a high level of security, since the banking APP and the push-tan APP are operated independently of each other.

*General note:*

Only computers with firewall and virus protection should be used.

Do not use public computers or public W-LAN for online banking.

The most common frauds are committed through so-called "phishing".

Phishing tries to give the impression that the e-mail comes directly from your bank.

#### HOW TO RECOGNIZE A PHISHING MAIL:

- Recipient is addressed as "Dear Customer"
- Request to click on a link (Banks typically avoid this.)
- Incorrect language
- Gives the impression that there is an urgent need for action
- PIN and TAN are NEVER requested by banks by phone or e-mail
- Request to open a file

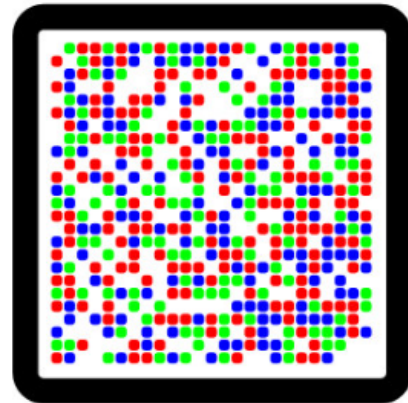
#### HOW TO PROTECT YOURSELF

- Disable HTML display of e-mails (for trusted senders you can enable HTML display)
- Antivirus programs offer protection against phishing mails
- Keep your antivirus program up to date
- Never reply to phishing mails
- Many (current) browsers warn of phishing sites (using a so-called blacklist)
- In case of suspicion: contact the provider (Attention: use correct contact data)
- Healthy mistrust and attentive reading of the e-mail

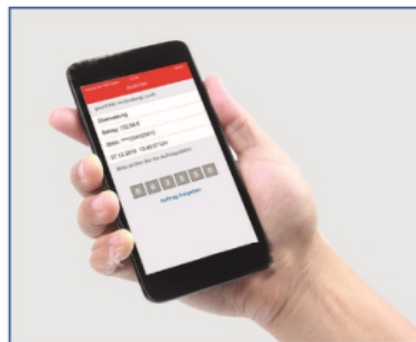


**M9 ONLINE BANKING - DIFFERENT METHODS**

**Task:** Work in pairs. Which TAN procedures are mapped? Assigns to: push TAN - Chip TAN - Photo TAN  
 Then fills in the gaps in the cloze text.



1 \_\_\_\_\_  
 2 \_\_\_\_\_



3 \_\_\_\_\_

For the ..... an additional device, the TAN generator, is required.

Each .....can only be used once.

Using the ....., the TAN is sent via the mobile phone.

In online banking, the TAN replaces the .....

For online banking .....and .....are needed.

For the .....you will need the smartphone and the appropriate .....

*Words to be inserted: PIN, chip Tan procedure, TAN, signature, TAN, App, mobile TAN procedure, push TAN procedure*

## M10 COST TRAPS - ADVANTAGES OF A REVENUE EXPENDITURE PLAN

Read the text and note the dangers of overdrafts in key points.

### KEEPING YOUR OWN FINANCES UNDER CONTROL

In order to avoid falling into debt, it is important to divide your pocket money and other income correctly. An income-expenditure plan helps you to keep an eye on your own finances. All income and expenses are listed and compared. Then deduct the sum of all expenses from the sum of all income. A positive result shows you that you still have money available, a negative result means that you are in debt. Action must be taken quickly. You can create such an income-expenditure plan based on a weekly, monthly as well as an annual period.

*Tip: You can save the money that is left over at the end and use it later for larger purchases, for example.*

### CAUTION: TYPICAL COST TRAPS

Last-minute offers, all-inclusive holidays or cheapest flights promise an inexpensive holiday time. However, many do not think of "hidden" costs that may be incurred: Ancillary flight costs, travel insurance, visitor's tax, visa fees, data roaming etc.

The pocket money is spent - the piggy bank plundered. Nevertheless you would like to go for an ice cream with your friends or go to the lake. You could borrow a few euros from a friend at short notice. But be careful: only borrow money in absolute emergencies - and only if you can pay it back.

Quickly check your e-mails or download the latest apps while still on the road: It's easy to lose sight of the costs and your monthly mobile phone bill is higher than you'd like: it's important that you set yourself a limit - but it's even more important that you stick to it.

When you come of age, you can usually take out an overdraft facility, i.e. you can overdraw your account up to a certain amount. But watch out: If you borrow money from the bank, you have to pay interest in return. And an overdraft facility is only suitable for unforeseen, small and quick temporary financial bottlenecks.

Only 13 Euro per month and after 32 months you can call the digital single lens reflex camera your own: That sounds tempting - but an instalment purchase must be well thought out, because the instalments are due regularly - in this example monthly - and then you must always be able to pay them.

## LEGAL NOTICE

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Europe Unlimited e.V. is registered in the association register of the Aachen Local Court under the registration number VR 5515.

Editorial responsibility pursuant to § 55(2) Interstate Broadcasting Treaty:

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Acknowledgements and sources:

This workshop contains teaching material courtesy of the *Bundesverband deutscher Banken e.V.*, the *Verbraucherzentrale Hessen e.V.* ([www.verbraucherzentrale-hessen.de](http://www.verbraucherzentrale-hessen.de)) and *Westdeutscher Handwerkskammertag*.

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