

UNIT 2

Methods of Payment

In this unit you are going to learn about

- types of payments
- taxes

Lesson 1

Types of payments

Warm-up



Activity 1a

What do you know?

How do the people in Northern Cyprus pay their bills?
Mostly, they use a _____.
Some people prefer to use _____.



Activity 1b

Match the pictures with the correct form of payment.

debit card

standing order

cheque

money transfer

credit card

cash

a)

Branch Name	Bank Name	Sort Code:
Branch Address		00-00-00
		Date: 30 June 2000
Pay: Mr J Bloggs	Account Name	
Two thousand five hundred pounds		£ 2,500-00
only		
		MY NAME
		<i>My Signature</i>
Cheque Number	Sort Code	Account Number
000000	000000	000000000



f)

STANDING ORDER FORM
Please use BLOCK CAPITALS

Title: _____
Name: _____
Address: _____
Post Code: _____

You gift will be applied to the area of greatest need unless you indicate otherwise: _____
FOR THE HART FAMILY

 **Activity 2a:**

Here is a cheque. Match the words with the parts of the cheque.



Information Box

Check = Cheque

(USA)

(UK)

sort code

payee

signature

amount in figures


account number

cheque number

branch

amount in words

London Branch
① _____



Date : 25 June 2013

Pay: Mr J Bloggs → ② _____
Two thousand five hundred pounds
only =====
③ _____

£ 2,500.-00
⑦ _____

0583 14-00-06 4500000
④ _____ ⑤ _____ ⑥ _____

Ali Cüneyt Genç
⑧ *ac Genç*

 **Activity 2b:**

Fill in the cheque below with the words from the box.

Fiona Thomson

signature

200467

2500

51-26-01

two thousand five hundred pounds

14 May 2014

9876543210



Pay: _____ Date: _____

The sum of: £ _____ £

Fiona Thomson



Activity 2c:

Complete the amounts for the cheques below.

1)

HSCB BANK 

Pay: Abdul Ramazar Date: 15/8/2011

\$ 750.21

The sum of: £ _____

21454 - 365896 - 5578 Abdul Ramazar

2)

HSCB BANK 

Pay: Anna Pavlova Date: 15/8/2011

€ 7,333,998.49

The sum of: £ _____

21454 - 365896 - 5578 Pavlova

3)

HSCB BANK 

Pay: Martha Soluchi Date: 15/8/2011

£ 13.299.14

The sum of: £ _____

21454 - 365896 - 5578 Soluchi





Activity 3:

First read the definitions below. Then choose the correct word or phrase in the box to complete each sentence.

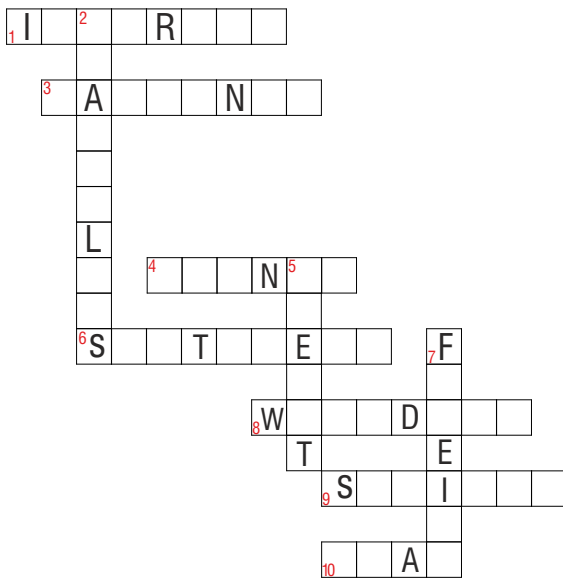
- 1 An abbreviation for a cash machine is _____.
- 2 Money that you pay into your account is called a _____.
- 3 Money which is borrowed is called a _____.
- 4 The loss of value of a thing is called _____.
- 5 The money needed to set up a business is called _____.
- 6 A _____ is a kind of a financial plan.
- 7 A statement giving the financial position of a business is called a _____.
- 8 The maximum amount that you have to available spend is called your _____.

depreciation
 budget
 capital deposit
 ATM
 limit
 balance-sheet
 loan



Activity 4:

Complete the crossword using the clues provided.



Across

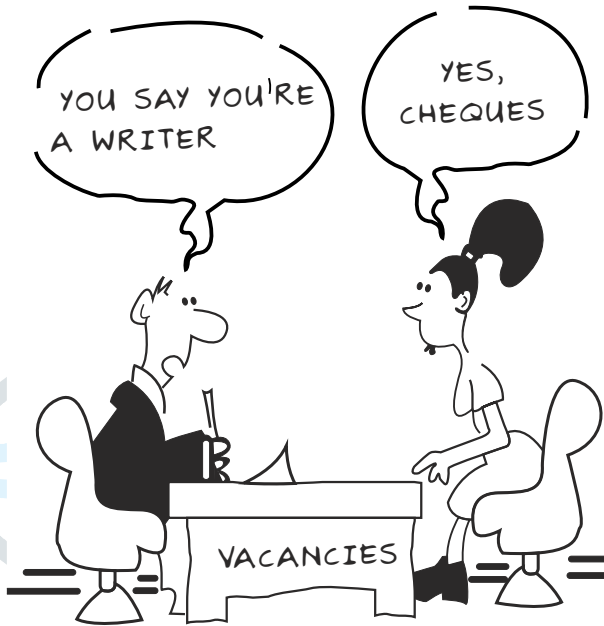
1. You earn this when you leave money in a bank.
3. It's the form of transfer of money, goods, or services.
4. local office of a bank
6. a printed list of what you spend and pay in to your account
8. to take out money
9. another word for a deposit account
10. money that is lent for a certain time

Down

2. cheques used abroad instead of cash (for more security)
5. cards used for buying goods and services and for borrowing money
7. currency that people need abroad



'We can't give you a loan, but you DO qualify for a credit card.'



 Activity 6:

First read the jumbled dialogue below. Then decide on the correct order by numbering each sentence. Finally, act out the dialogue together.

- Lucas Can I take your credit card details, please?
- Lucas Could you give me your card number, please?
- Lucas Hello. It's Lucas Limited calling to verify your order. Who am I speaking to?
- Mark Of course! Just a minute, please. Let me get it out of my wallet.
- Lucas Thank you very much, Mr Thomson. Your order will be dispatched immediately.
- Mark Er...March, 2015.
- Lucas Good. And could you also tell me the expiry date?
- Mark Here we are: it's 1234 5678 0001 987.
- Mark This is Mark Thomson.



"A credit card is what you use when something costs too much and you want to pay more for it."

Lesson 2

Taxes



Activity 1:

Do you understand the word "tax?" Try to explain what taxes are to your partner.

TAX

In your country, what percentage of income is paid to the government as income tax? Go online and compare this number with three other countries.

Country	Percentage
_____	_____
_____	_____
_____	_____



Activity 2:

Read the information box below and discuss what happens when people don't pay their income tax.



Information Box

Why Americans love the Internal Revenue Service (taken from *The Economist*)

May 25-31 2013

4680: Changes to the tax code since 2001

4m: Number of words in the tax code

7000: Number of millionaires paying no income tax since 2011

16%: share of small business people who think the tax code is fair



Information Box

Direct Taxes: corporation tax, national insurance, income tax, capital gains tax, inheritance tax, estate tax

Indirect Taxes: Value Added Tax (VAT), sales tax, excise duties, import/export tax (tariffs)

Fill in the missing entries for the tax form. Use information about yourself.

TO BE FILLED IN BY COLLECTOR. Form 1040. TO BE FILLED IN BY INTERNAL REVENUE BUREAU.

INCOME TAX.

THE PENALTY
FOR FAILURE TO HAVE THIS RETURN IN THE HANDS OF THE COLLECTOR OF INTERNAL REVENUE ON OR BEFORE MARCH 1 IS \$20 TO \$1,000.
(SEE INSTRUCTIONS ON PAGE 4.)

UNITED STATES INTERNAL REVENUE.

RETURN OF ANNUAL NET INCOME OF INDIVIDUALS.
(As provided by Act of Congress, approved October 3, 1913.)

RETURN OF NET INCOME RECEIVED OR ACCRUED DURING THE YEAR ENDED DECEMBER 31, 191
(FOR THE YEAR 1913, FROM MARCH 1, TO DECEMBER 31.)


Filed by (or for) _____ of _____
(Full name of individual.) (Street and No.)

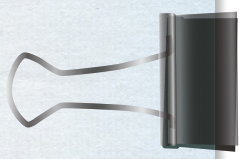
in the City, Town, or Post Office of _____ State of _____
(Fill in pages 2 and 3 before making entries below.)

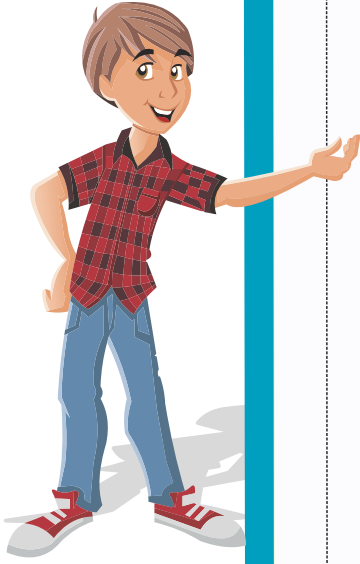
1. GROSS INCOME (see page 2, line 12)	\$				
2. GENERAL DEDUCTIONS (see page 3, line 7)	\$				
3. NET INCOME	\$				
Deductions and exemptions allowed in computing income subject to the normal tax of 1 per cent.					
4. Dividends and net earnings received or accrued, of corporations, etc., subject to like tax. (See page 2, line 11)	\$				
5. Amount of income on which the normal tax has been deducted and withheld at the source. (See page 2, line 9, column A)					
6. Specific exemption of \$3,000 or \$4,000, as the case may be. (See Instructions 3 and 19)					
Total deductions and exemptions. (Items 4, 5, and 6)	\$				
7. TAXABLE INCOME on which the normal tax of 1 per cent is to be calculated. (See Instruction 3)	\$				

8. When the net income shown above on line 3 exceeds \$20,000, the additional tax thereon must be calculated as per schedule below:

	INCOME.	TAX.
1 per cent on amount over \$20,000 and not exceeding \$50,000	\$	\$
2 " " 50,000 " " 75,000		
3 " " 75,000 " " 100,000		
4 " " 100,000 " " 250,000		
5 " " 250,000 " " 500,000		
6 " " 500,000		
Total additional or super tax	\$	\$
Total normal tax (1 per cent of amount entered on line 7)	\$	\$
Total tax liability	\$	\$



Name	mobile number	local address	
	permanent address	income tax year	
	date of birth	name of the company	
	gross annual salary	signature	
	marital status	date	



- Account number: hesap numarası
 ATM (automated teller machine): otomatik vezne makinası
 Balance sheet: bilanço
 Branch: şube
 Budget: bütçe, gelirler çizelgesi
 Capital gains tax: sermaye kazancı vergisi
 Capital: sermaye
 Cash: nakit
 Cheque: çek
 Coin: madeni para
 Corporation tax: kurumlar vergisi
 Corporation: şirket
 Credit: kredi, borç
 Debit card: banka kartı
 Debt: borç
 Debtor: borçlu
 Deposit: mevduat
 Depreciation: değer kaybı
 Direct tax: dolaysız vergi
 Estate tax: emlak vergisi
 Excise duties: özel tüketim vergileri
 Expiry date: geçersiz olacağı tarih
 Export tax : ihracat vergisi
 Export: ihracat
 Faithfully: saygılarımızla
 Financial statements: finansal tablolar
 Foreign currency: döviz
 Import: ithalat
 Income tax: gelir vergisi
 Income: gelir
 Inheritance tax: veraset vergisi
 Indirect tax: dolaylı vergi
 Interest: faiz
 Levied charges: kesilen harçlar
 Limit: sınır
 Loan: kredi, borç
 Money transfer: havale
 National insurance: milli sigorta (geniş kapsamlı teminat veren sigorta programı)
 Payee: ödemenin yapıldığı kimse
 Payment: ödeme
 Sales tax: satış vergisi
 Savings: birikim, tasarruf
 Signature: imza
 Standing order: banka ödeme emri
 Statement: beyanat
 Traveller's cheque: seyahat çeki
 Wire transfer: havale
 Withdraw: para çekmek

