

# HANDLING PAYMENTS

Match the words in the box to the definitions

signature - tax - surcharge - service charge - owe - voucher - bill  
swipe - issue - deposit - balance - query - overcharge - itemized



1. To question as doubtful or unclear: \_\_\_\_\_
2. To charge too high a price: \_\_\_\_\_
3. An additional charge added on to the usual charge: \_\_\_\_\_
4. An amount of money given as security or in partial payment: \_\_\_\_\_
5. To be in debt to: \_\_\_\_\_
6. A sum of money paid to a government for its support, based on income, etc:  
\_\_\_\_\_
7. A person's name signed on a letter, check, or other document:  
\_\_\_\_\_
8. To publish, mint, deliver for use, sale, etc.; put into circulation: \_\_\_\_\_
9. A fee charged for a service, sometimes in addition to a basic charge: \_\_\_\_\_
10. A statement of money owed for goods or services supplied: \_\_\_\_\_
11. To slide a magnetic card through an electronic device: \_\_\_\_\_
12. The difference between the debit total and the credit total of an account:  
\_\_\_\_\_
13. A coupon, a form or check indicating a credit for future purchases or  
expenditures: \_\_\_\_\_
14. Set in detail: \_\_\_\_\_

