

Payment Calendar

Paying your bills on time is important and it is too easy to overlook paying one of them. To avoid forgetting to pay a bill, many people find that using a *payment calendar* is very helpful.

The following steps and example will help you better understand how to use a payment calendar.

1. Obtain a calendar that shows the entire month. A big desk calendar works well.
2. Write your take home pay amount on the appropriate dates on the calendar.

Example

Your paydays are the 1st and the 15th. Your take home pay is \$1,000. Write \$1,000 on the 1st and \$1,000 on the 15th.

3. When you receive each bill, immediately write the creditor name and amount due on the calendar.

Example

You receive your Ways to Work payment reminder notice that says your \$138 monthly payment is due on the 25th. The day that you receive the notice, write Ways to Work and \$138 on the 25th of your calendar. After you make the notation on your calendar, put the actual bill (creditor statement) in your “to be paid” folder.

4. When you get paid, pay the bills that are due before you’re paid again.

Example

You receive a paycheck on the 1st and on the 15th. Pay the bills on your calendar that are listed from the 1st through the 14th.

5. After each bill is paid, draw a line through each bill listed on the calendar.
6. Write the amount paid, date paid, and check or money order # on the creditor statement.

7. Keep each creditor statement for your records in a “paid bills” folder.

The payment calendar is a good bill-paying tool. Using the calendar helps you make sure that all of your bills are paid on time each month.

Month: August Year: 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Paycheck \$1000	2	3 Rent \$600	4	5 Utility Company \$80	6
7	8	9 Car Insurance \$100	10	11 Dentist \$40	12	13
14	15 Paycheck \$1000	16	17	18	19	20
21	22	23	24	25 Ways to Work \$138	26	27
28	29 Phone Company \$38	30	31 Doctor \$30			