

Worksheet - 119

ATM Machine

To withdraw cash from an ATM card, insert your card into the ATM, select your language and account type, enter your PIN, select “Withdraw Cash”, enter the desired amount, withdraw cash from the dispenser, and then remove your card and receipt. For security, always keep the keypad covered while entering your PIN.

Arrange the following steps of cash withdrawal from ATM in correct order-

1. Insert the card into the designated slot.
2. Make sure the chip or magnetic stripe is facing the correct way (usually chip-up).
3. Find an ATM and have your ATM or debit card ready.



4. Use the keypad to enter your four-digit personal identification number (PIN).
5. Select the type of account (e.g., savings or checking) from which you want to withdraw funds.
6. Select the “Withdrawal” or “Cash Withdrawal” option from the menu.
7. Receive your money from the cash dispenser slot.
8. Select your preferred language from the options on the screen.
9. Cover the keypad with your other hand while entering the PIN to prevent unauthorized access
10. Enter the specific amount you wish to withdraw.
11. Confirm the transaction details.
12. Take back your ATM card and if you want to print a receipt, take it.
13. Once the ATM transaction is complete, your card will be returned.

We have learnt- How to read, understand and withdraw cash from ATM.