



# writing a check

**1** Your First Bank Anytown, USA #127 322-21 1610

**2** PAY TO THE ORDER OF **19** \$ \_\_\_\_\_

**3** \_\_\_\_\_ DOLLARS **4**

**5** John Doe  
Mary Doe  
2111 Elm Street  
Anytown, USA

**7** MEMO \_\_\_\_\_ **6**

**8** :9124 6027 486586519 00523 7534964 127

- 1. Date** Enter the date you are writing the check.
- 2. Payee** Enter the name of the person or the company you are going to give the check to.
- 3. Amount of check in numerals**  
Enter the amount of the check, in numbers. Don't leave any space between the pre-printed dollar symbol (\$) and the numbers indicating the amount of the check; there should be no room for someone to add in extra numbers.
- 4. Amount of check in words**  
Enter the amount of the check in words. Start writing at the far left side of the line. Follow the dollar amount by the word "and," then write the amount of cents over the number 100. Draw a line from the end of the 100 to the end of the line.
- 5. Name** Your personal information is printed here. Never list your Social Security number on your printed check.
- 6. Signature** Sign your check exactly the way you signed your name on the signature card you filled out when you opened your account.
- 7. Memo** Use this space to note why you wrote the check. If you are paying a bill, this is a good place to put information requested by the company.
- 8. Identification numbers**  
These numbers are used to identify the bank, your account number, and the check number. They are printed in a special magnetic ink that machines can read.