

## Writing a Check

The diagram shows a check form with the following fields and callouts:

- 1**: Points to the **Date:** field.
- 2**: Points to the **PAY TO THE ORDER OF** field.
- 3**: Points to the **\$** field.
- 4**: Points to the **Dollars** field.
- 5**: Points to the **Memo** field.
- 6**: Points to the signature line.

The check form includes the following text:

YOUR NAME  
YOUR ADDRESS  
YOUR PHONENUMBER

105

Date: \_\_\_\_\_

00-6879  
770

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

FINANCIAL INSTITUTION  
Your City, State, Zip Code

Memo \_\_\_\_\_

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### Complete the Following Areas When Writing a Check

- 1. Date:** Write the date.
- 2. Pay to the Order of:** Write the name of the person or company to whom you will give the check. After writing the name, you can draw a line to the end. This prevents anyone from adding an additional name on your check.
- 3. \$:** Write the amount of the check in numbers, such as \$19.75.
- 4. Dollars:** Write the amount of the check in words, such as, nineteen and 75/100. After writing out the amount of the check, draw a line to the end. This prevents anyone from adding an additional amount after what you have written.
- 5. Memo:** This section is optional. You can use this area to remind yourself why you wrote the check or to record the account number of the bill you are paying.
- 6. Signature line:** Sign your name.

### Check Writing Tips

- Write in ink.
- Write clearly.
- Record each check in your check register.

### Selecting a Financial Institution Educator Guide: Checking and Savings Accounts