

How to Write a Check

Write the name of the person the check is for.

Write the date.

My Name
123 My Street
My Town, U.S.A. 12345

Date _____ 5678

Pay to the Order of _____

_____ Dollars \$

BIG \$\$\$ Bank
1234 Main Street
My Town, U.S.A. 12345

Memo _____

003456421|: 12342345678 5678

Write the amount you are paying in words.

Write what the payment is for.

Sign your name.

Write the amount you are paying in numerals.

Practice writing a check.

My Name
123 My Street
My Town, U.S.A. 12345

Date _____ 5678

Pay to the Order of _____

_____ Dollars \$

BIG \$\$\$ Bank
1234 Main Street
My Town, U.S.A. 12345

Memo _____

003456421|: 12342345678 5678