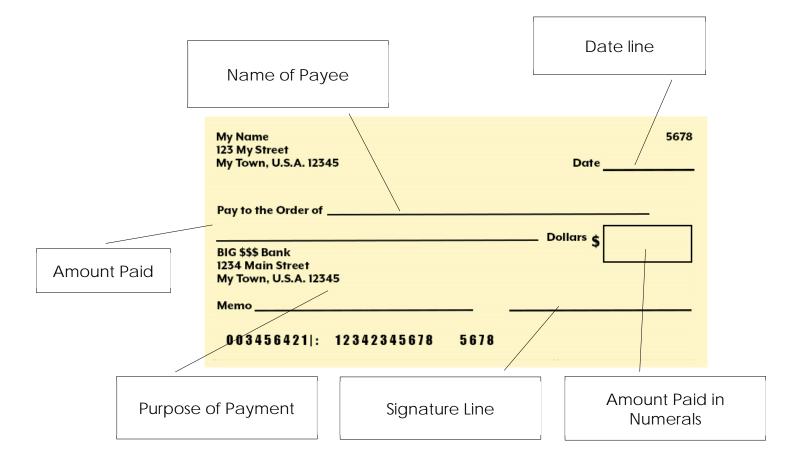
## How to Write a Check



On the **Date line**, write the month, day, and year you are writing the check.

On the Pay To line, write the full name of the person or business you are paying.

On the **Amount Paid line**, write the amount you are paying in words. In the rectangle, write the amount you are paying in numerals.

On the **Memo line**, make a note of what the check is for.

On the **Signature line**, sign your full legal name.

