

# How to Write a Check

**Name of Payee**

**Date line**

**Amount Paid**

**Purpose of Payment**

**Signature Line**

**Amount Paid in Numerals**

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

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.