

WRITING A CHECK

1 <i>Sally Smith</i> 500 Great Street Yourtown, MS 55555	93-456-9540 45086244786	2 301
		3 <i>Date</i> <u>September 2, 2003</u>
4 <i>Pay to the Order Of</i> <u>GAS 'N' GO</u>		5 \$15.²⁸
6 <u>FIFTEEN AND 78/100</u>		<i>Dollars</i>
<i>Guardian Angel Banking</i> 423 South 15th Yourtown, MS 55555		
7 <i>Memo</i> <u>GAS</u>		8 <u><i>Sally Smith</i></u>
9 0123456789 : 1234567890 : 301		

1. **Personal Information**—The check holder's name and address; may include a phone number, but not required. DO NOT list a social security number on a printed check for safety reasons.
2. **Check Number**—Numbers used to identify checks. The check numbers are printed chronologically and should be used in this order.
3. **Date**—The date the check is being written.
4. **Pay to the Order of**—The name of the person or business to whom the check is being written.
5. **Amount of the Check in Numerals**—The amount of the check written numerically; write the cents smaller and underline them. Write the number directly next to the dollar sign to prevent someone else from adding numbers to change the amount of the check.
6. **Amount of the Check in Words**—The amount of the check written in words. Start at the far left of the line. Write down the dollar amount in words first, then write "and" after the words, and finish by writing the amount of cents over the number 100. Draw a line from the end of the writing to the end of the line.
7. **Memo**—Space to identify the reason for writing the check. It is a good place to write information requested by a company when paying a bill, generally the account number.
8. **Signature**—The account holder's signature agreeing to the transaction.
9. **Identification Numbers**—The first set of numbers is the routing numbers to identify the account's financial institution, the second set is the account number, and the third set is the check number.



PRACTICE CHECKS

Sally Smith
500 Great Street
Yourtown, MT 55555

93-456-9540
45086244786

1254

Date _____

Pay to the _____ \$ _____
Order Of: _____ Dollars

Guardian Angel Banking
423 South 15th
Yourtown, MT 55555

Memo _____

0123456789 : 1234567890 : 1254

Check # 1254 written to "Aspen Properties" for rent in the amount of \$375.00 on October 5, 2003.

Sally Smith
500 Great Street
Yourtown, MT 55555

93-456-9540
45086244786

1264

Date _____

Pay to the _____ \$ _____
Order Of: _____ Dollars

Guardian Angel Banking
423 South 15th
Yourtown, MT 55555

Memo _____

0123456789 : 1234567890 : 1264

Check # 1264 written to the "Hungry Man" for food in the amount of \$27.32 on October 6, 2003.