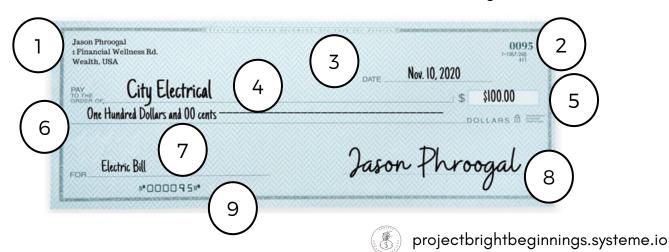
| Name: |  |  |  |
|-------|--|--|--|
|       |  |  |  |

| Date: |  |  |  |
|-------|--|--|--|
|-------|--|--|--|

## How to Write a Check

Read instructions below

- 1.Personal Information: Check holder's name and address
- 2. Check number: Numbers used to identify checks.
- 3. Date: The date the check is being written.
- 4. Pay to the order of: The name of the person or business the check is being written to.
- 5. Amount of the check: The amount of the check in numbers. Write the cents smaller, underline them, and write the number directly next to the dollar sign.
- 6. Amount of check in words: Write the dollar amount in words and draw a line from the end of the writing to the end of the line to prevent someone from adding additional money.
- 7. Memo: Space to identify the reason for writing the check.
- 8. Signature: The account holder's signature
- 9. Identification numbers: The first set of numbers is the routing number



Directions: Practice writing a check! You can use whichever date you would like and write the check to your favorite charity. The amount should be \$325. Be sure to write the amount in words too. Sign the check with your signature!

| JANE DOE<br>100 MAIN STREET<br>ANY CITY, WA | <u>Date</u> |         | 001 |
|---|-------------|---------|-----|
| Pay to the<br>Order of                      |             | \$      |     |
|   |             | DOLLARS |     |
| Мето  | Signed      |         | -   |

Now try again! Write another check for \$16,000 and make it out to your favorite idol

| JANE DOE<br>100 MAIN STREET<br>ANY CITY, WA | Date   | 001     |
|---|--------|---------|
| Pay to the<br>Order of                      |        | \$      |
|   |        | DOLLARS |
| Memo  | Signed |         |

## **Answer Key**

Directions: Practice writing a check! You can use whichever date you would like and write the check to your favorite charity. The amount should be \$325. Be sure to write the amount in words too. Sign the check with your signature!

| JANE DOE<br>100 MAIN STREET<br>ANY CITY, WA | Date   |         | 001 |
|---|--------|---------|-----|
| Pay to the<br>Order of                      |        | \$ 325  |     |
|   |        | DOLLARS |     |
| Memo  | Signed |         |     |

Now try again! Write another check for \$16,000 and make it out to your favorite idol.

| JANE DOE<br>100 MAIN STREET<br>ANY CITY, WA | Date   |           | 001 |
|---|--------|-----------|-----|
| Pay to the<br>Order of                      |        | \$ 16,000 | ]   |
|   |        | DOLLARS   |     |
| Memo  | Signed |           |     |