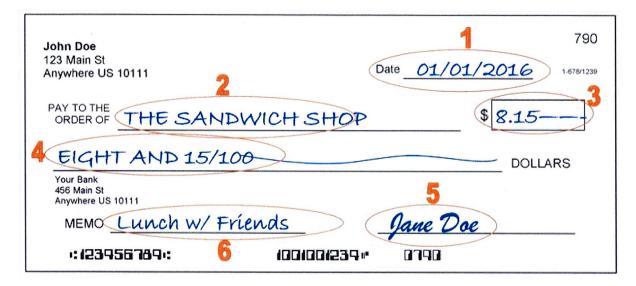
## How to Write a Check Lesson



- 1. Date Write the current date including the month, day, and year. You can do this using all numbers or you can write out the month in words.
- 2. Pay to the order of Write the name of the person or company to whom you are writing the check. Make sure that you get the spelling correct or their bank may not accept it for deposit.
- 3. Amount in numeric form Write in the amount of the check using numbers. Make sure your decimal point is clear and your numbers are legible.
- 4. Amount in words Write out the dollar amount in words and the cents amount in numbers over 100. Fill in the rest of the blank with a line all the way to the end (this prevents anyone from altering the amount you have written on the check).
- 5. Signature line This is where you write (not print) your name. You will sign all checks the same way and should use your full name rather than a shortened version. This is a formal document.
- 6. Memo Record a note to remind yourself what the payment was for. This helps when you are balancing your check register and making your budget as then you know where you have spent your money.



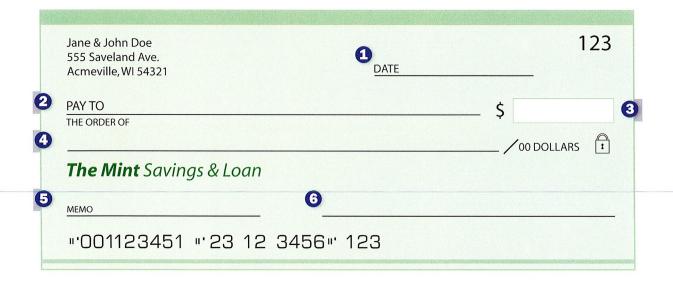
## Writing a **Check**

You are buying for a pair of jeans at The Mart for \$47.83.





Learn how to correctly write the check below by following these **6 simple steps**.



- **Enter the date** in the blank in upper right corner. Include the month, the date, and the year. You can write out the date, January 4, 201X or you can use all numbers 01/04/1X.
- Write the name of the person or company you are paying on the **Pay to the order of** blank. Get the spelling right.
- 3 To the right of the Pay to the order of blank is a **blank with a dollar sign**. Using numbers, write the amount in dollars and cents. Be sure to clearly place the decimal point between the dollar numerals and the cents numerals. For example: \$32.15.
- The next line is used to confirm the amount of the check, just in case your handwriting is hard to read on the dollar-sign blank. In clear handwriting, write out the amount using words and fractions. Write out the dollar amount. Then add "and" followed by the cents amount written as a fraction. Put the cents in the numerator's position and 100 in the denominator's position. For example: Thirty-two dollars and 15/100. If you have any room left, draw a line to the end of the blank so no one can add to what you've written on that blank.
- The Memo line in the lower left hand corner is a reminder line. You can write "jeans" on this line, for example. If you write several checks to the same place, like a department store, this line helps you identify which check paid for jeans, which check paid for shoes, and which one bought socks and a sweatshirt. Memo lines help you stay organized.
- The signature line, the line in the lower right corner of the check is where you write, not print, your name. Decide how you are going to sign your name and then sign the same way on all your checks. This is a formal document, so you probably want to sign it Thomas or Amanda rather than Tom or Mandy. Your bank will keep your signature on file as a way to verify your signature on checks and other documents.

And you are done!





Name Date	
Understanding Parts of a Check Worksheet	
Use the check to complete the questions below:	
John Doe 123 Main St Anywhere US 10111	790 Date 01/01/2016 1-678/1239
PAY TO THE ORDER OF THE SANDWICH SHO	P \$ 8.15
4 EIGHT AND 15/100	DOLLARS
Your Bank 456 Main St Anywhere US 10111 MEMO Lunch W/ Friends	Jane Doe
::123956789:: 6 1001001239	
Questions:  1. What is the address of the person who wrote the	ne check?
2. To whom was the check written?	
3. What is the amount of the check?	
4. Why might a bank not accept this check?	

Name	Date	_

## How to Write a Personal Check Guided Lesson

Your phone bill of \$54.16 to TellAll Phone Company, for your cell phone, is due on February 20, 2017. Write a check to the company using the blank template below.

		0 70 5
	DATE	
PAY TO THE ORDER OF	\$	
		DOLLARS
FOR		A CANDA SA
#12428896#6545898434#3266		

## Writing Checks Worksheet

Directions: Write each check below according to the instructions and record each check on the check registry on the next page.

1. Write this check to your telephone company for \$65.46.

				Check No. 1138		
Address_		_				
		_		Date		
	Pay to the	Order of			_\$ _	
						<u>dollars</u>
	ESL BANK					
for						
08	39784563	67 890 4567	1138			
2 Va	ala atui a bill	vac \$115 07 White	a ala a ala 4 a 4 la			
2. 10	ur electric bin w	as \$115.97. Write a	a check to th	ne power company.		
				Check No. 1139		
Address	<u>.                                    </u>					
				Date		
				<del> </del>		
·	Pay to the	Order of			_\$_	
i						dollars
	<b>ESL BANK</b>					
for						
	89784563	67 890 4567	1139			
2 W	1 1	4 : D.1.C	37 1 1	.1	1	
3. W1	ate a check to the	: American Red Cro	ss. You decid	e the amount of you	r ac	onation.
1				Check No. 1140		
Address	3	_				
		<del>_</del>		Date		
Pay to	o the Order of			\$		
						dollars
	ESL BANK					
for						_
0	89784563	67 890 4567	11	38		