

Check instructions:

1. Write out the current date wherever indicated

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the date field.

a.

2. Indicate who the check is for, either "Goel & Anderson, LLC" or "U.S. Department of Homeland Security"

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the 'PAY TO THE ORDER OF' field.

a.

3. Write the payment amount in numbers

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the numerical amount field.

a.

4. Then, write the payment amount in words

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the words amount field.

a.

5. Write a memo, this should be the description of what the check is for

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the memo field.

a.

6. Then, sign your name in the signature area

A sample check form with the following details: YOUR NAME: Street, Town; Tel: (000) 444-00000; DATE: 03/02/2023; PAY TO THE ORDER OF: Brianna Bennett; \$22.00; Twenty-two and 00/100; Bank Name: Street, Town; Tel: (000) 444-00000; FOR: Group gift; Your Signature. A red arrow points to the signature field.

a.

Money Order instructions:

1. Check the money order for the correct amount for the right location

UNITED STATES POSTAL SERVICE®
Postal Money Order
Serial Number: 19577664939
Pay to the order of: 2012-03-08 770631 \$975.19
Amount: NINE HUNDRED SEVENTY FIVE DOLLARS & 19¢***
Post Office: 0014
Postmark: 0014
Postage: 00000800 2¢
POSTNET: 19577664939

a.

2. Fill in the recipient's name

UNITED STATES POSTAL SERVICE®
Postal Money Order
Serial Number: 19577664939
Pay to the order of: 2012-03-08 770631 \$975.19
Amount: NINE HUNDRED SEVENTY FIVE DOLLARS & 19¢***
Post Office: 0014
Postmark: 0014
Postage: 00000800 2¢
POSTNET: 19577664939

a.

3. Fill in your name

UNITED STATES POSTAL SERVICE®
Postal Money Order
Serial Number: 19577664939
Pay to the order of: 2012-03-08 770631 \$975.19
Amount: NINE HUNDRED SEVENTY FIVE DOLLARS & 19¢***
Post Office: 0014
Postmark: 0014
Postage: 00000800 2¢
POSTNET: 19577664939

a.

4. Fill in your address

UNITED STATES POSTAL SERVICE®
Postal Money Order
Serial Number: 19577664939
Pay to the order of: 2012-03-08 770631 \$975.19
Amount: NINE HUNDRED SEVENTY FIVE DOLLARS & 19¢***
Post Office: 0014
Postmark: 0014
Postage: 00000800 2¢
POSTNET: 19577664939

a.

5. Sign the money order

UNITED STATES POSTAL SERVICE®
Postal Money Order
Serial Number: 19577664939
Pay to the order of: 2012-03-08 770631 \$975.19
Amount: NINE HUNDRED SEVENTY FIVE DOLLARS & 19¢***
Post Office: 0014
Postmark: 0014
Postage: 00000800 2¢
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a.