

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
100 MAIN STREET
ANY CITY, WA

Date_____

001

Pay to the
Order of_____

\$

_____DOLLARS

Memo_____

Signed_____

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

JANE DOE
100 MAIN STREET
ANY CITY, WA

Date_____

001

Pay to the
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 100 MAIN STREET ANY CITY, WA		001
<u>Date</u> _____		
Pay to the Order of _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;">\$ 325</div>	
_____		DOLLARS
<u>Memo</u> _____	<u>Signed</u> _____	

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

JANE DOE 100 MAIN STREET ANY CITY, WA		001
<u>Date</u> _____		
Pay to the Order of _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;">\$ 16,000</div>	
_____		DOLLARS
<u>Memo</u> _____	<u>Signed</u> _____	

