

**Step 4:** Sign your check. Write a memo if you'd like.

John Doe 123 Main St Anywhere US 10111	Date <u>01/01/2000</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>	
\$ <u>8.15</u>	
Eight and 15/100 <u>DOLLARS</u>	
Your Bank 456 Main St Anywhere US 10111	
MEMO <u>Lunch with friends</u>	
<u>John Doe</u>	
123456789 : 1000000234 : 0793	

**Step 5:** To be extra careful, you can draw a line through any excess space in the small box with your payment amount.

John Doe 123 Main St Anywhere US 10111	Date <u>01/01/2000</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>	
\$ <u>8,150</u>	
Eight and 15/100 <u>DOLLARS</u>	
Your Bank 456 Main St Anywhere US 10111	
MEMO <u>Lunch with friends</u>	
<u>John Doe</u>	
I: 123456789 I:	10010012345
0798	

**Step 6:** Keep track of the checks you write (and your account balance) in your check register.

John Doe 123 Main St Anywhere US 10111	Date <u>01/01/2008</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>	
<b>\$ 8.15</b>	
Eight and 15/100 <u>DOLLARS</u>	
Your Bank 456 Main St Anywhere US 10111	
MEMO <u>Lunch with friends</u>	
I: 123456789 I: <u>0000002345</u> <u>0000</u>	

Check Number	Date	Description	✓	Payment/Debit (-)	Deposit/Credit (+)	Balance
0790	* 1/1/2008	The Sandwich Shop		8.15		91.85