

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

John Doe
123 Main St
Anywhere US 10111

Date 01/01/200

PAY TO THE ORDER OF The Sandwich Shop \$ 8.15

Eight and 15/100 DOLLARS

Your Bank
456 Main St
Anywhere US 10111

MEMO Lunch with friends John Doe

⑆ 23956789 ⑆ 00000239 099 About.com

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 01/01/200

PAY TO THE ORDER OF The Sandwich Shop \$ 8,150

Eight and 15/100 DOLLARS

Your Bank
456 Main St
Anywhere US 10111

MEMO Lunch with friends John Doe

⑆ 23956789 ⑆ 00000239 099 About.com

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 01/01/2008

PAY TO THE ORDER OF The Sandwich Shop \$ 8.15

Eight and 15/100 DOLLARS

Your Bank
456 Main St
Anywhere US 10111

MEMO Lunch with friends John Doe

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