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

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

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

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