

How to Write a Check

Step 1: Start by writing the date and payee.

John Doe 123 Main St Anywhere US 10111		Date <u>01/01/2008</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>		\$ <input type="text"/>
		DOLLARS
Your Bank 456 Main St Anywhere US 10111		
MEMO _____		
⑆ 123456789 ⑆ 1001001234 0198 About.com		

Step 2: Write the amount of your payment in numeric form.

John Doe 123 Main St Anywhere US 10111		Date <u>01/01/2008</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>		\$ <input type="text" value="8.15"/>
		DOLLARS
Your Bank 456 Main St Anywhere US 10111		
MEMO _____		
⑆ 123456789 ⑆ 1001001234 0198 About.com		

Step 3: Write out the amount of your payment using words instead of numerals.

John Doe 123 Main St Anywhere US 10111		Date <u>01/01/2008</u>
PAY TO THE ORDER OF <u>The Sandwich Shop</u>		\$ <input type="text" value="8.15"/>
<u>Eight and 15/100</u>		DOLLARS
Your Bank 456 Main St Anywhere US 10111		
MEMO _____		
⑆ 123456789 ⑆ 1001001234 0198 About.com		