

## 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"/>	
Your Bank: 456 Main St Anywhere US 10111		
MEMO <input type="text"/>		
I: 123456789 I:	10000002345 I	0798 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"/> 8.15	
Your Bank: 456 Main St Anywhere US 10111		
MEMO <input type="text"/>		
I: 123456789 I:	10000002345 I	0798 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"/> 8.15	
Eight and 15/100 <input type="text"/> DOLLARS		
Your Bank: 456 Main St Anywhere US 10111		
MEMO <input type="text"/>		
I: 123456789 I:	10000002345 I	0798 About.com