writing a check

#127   322-21
1610

John Doe
Mary Doe
2111 Elm Street
Anytown, USA

⑤

① — DATE _____

PAY TO THE
ORDER OF
② _____ $ _____

③

_____   **DOLLARS**

④

Your
First
Bank *Anytown, USA*

MEMO _____

⑦

⑥

:9124 6027 486586519 00523 7534964 127

⑧

---

1.   Date

Write today's date.

2.   Payee

Write the name of the person or company that you are paying.

3.   Amount of check in numbers

Write the amount of the check in numbers. Be careful not to leave any space between your numbers.

4.   Amount of check in words

Write the amount of the check in words.

5.   Name

Your personal information is printed here. Never list your Social Security number on your printed check.

6.   Signature

Sign your check the same way you signed your name on the signature card.

7.   Memo

Write why you wrote the check. If you are paying a bill, put down any information requested by the company.

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