

# How to Write a Check Lesson

**John Doe**  
123 Main St  
Anywhere US 10111

Date 01/01/2016 790 1-878/1238

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 w/ Friends Jane Doe

⑆123456789⑆ ⑆001001234⑆ 0790

1. Date – Write the current date including the month, day, and year. You can do this using all numbers or you can write out the month in words.
2. Pay to the order of – Write the name of the person or company to whom you are writing the check. Make sure that you get the spelling correct or their bank may not accept it for deposit.
3. Amount in numeric form – Write in the amount of the check using numbers. Make sure your decimal point is clear and your numbers are legible.
4. Amount in words – Write out the dollar amount in words and the cents amount in numbers over 100. Fill in the rest of the blank with a line all the way to the end (this prevents anyone from altering the amount you have written on the check).
5. Signature line – This is where you write (not print) your name. You will sign all checks the same way and should use your full name rather than a shortened version. This is a formal document.
6. Memo – Record a note to remind yourself what the payment was for. This helps when you are balancing your check register and making your budget as then you know where you have spent your money.

