

## Writing a Check and Recording Transactions

**A check should have six elements to it. The date the check was written, to whom the check is to, the amount of the check in numbers, the amount of the check in words, the purpose of the check and your signature. When you have written a check, it is important to record the amount in your transaction book.**

NAME AND ADDRESS	3321
PAY TO THE ORDER OF <i>Helping Hands Hospital</i>	\$ <span style="border: 1px solid black; padding: 2px;">\$225.00</span>
<i>Two-hundred twenty five and 00/100</i> ----- DOLLARS	
<b>BIG BANK</b> <i>ER Visit</i>	<i>J. Hopkins</i>
MEMO _____	
⑆331674485⑆ 3321 ⑈ 1456874801 ⑈	

No.	Date	Issued to/Description	Amount of payment	✓	Amount of deposit	Balance forward
		Balance forward				\$463.18
3321	8/1	Helping Hands	\$225.00			\$238.18
ATM	8/1	Cash Withdrawal	\$60.00			\$178.18

**The check above is filled out to the hospital and it has been recorded in the transaction book. An ATM withdrawal has also been recorded for the same day. By recording each transaction as it occurs, you will always know what your balance in the bank is.**