

# Writing a Check



You are buying for a pair of jeans at The Mart for \$47.83.

Learn how to correctly write the check below by following these **6 simple steps**.

Jane & John Doe  
555 Saveland Ave.  
Acmeville, WI 54321

123

1 DATE \_\_\_\_\_

2 PAY TO \_\_\_\_\_ \$ \_\_\_\_\_ 3  
THE ORDER OF

4 \_\_\_\_\_ /00 DOLLARS

*The Mint Savings & Loan*

5 MEMO \_\_\_\_\_ 6 \_\_\_\_\_

⑈001123451 ⑈23 12 3456⑈ 123

- 1. Enter the date** in the blank in upper right corner. Include the month, the date, and the year. You can write out the date, January 4, 201X or you can use all numbers 01/04/1X.
- Write the name of the person or company you are paying on the **Pay to the order of** blank. *Get the spelling right.*
- To the right of the Pay to the order of blank is a **blank with a dollar sign**. Using numbers, write the amount in dollars and cents. Be sure to clearly place the decimal point between the dollar numerals and the cents numerals. For example: \$32.15.
- The next line is used to confirm the amount of the check**, just in case your handwriting is hard to read on the dollar-sign blank. In clear handwriting, write out the amount using words and fractions. Write out the dollar amount. Then add “and” followed by the cents amount written as a fraction. Put the cents in the numerator’s position and 100 in the denominator’s position. For example: Thirty-two dollars and 15/100. If you have any room left, draw a line to the end of the blank so no one can add to what you’ve written on that blank.
- The Memo line in the lower left hand corner** is a reminder line. You can write “jeans” on this line, for example. If you write several checks to the same place, like a department store, this line helps you identify which check paid for jeans, which check paid for shoes, and which one bought socks and a sweatshirt. *Memo lines help you stay organized.*
- The signature line**, the line in the lower right corner of the check is where you write, not print, your name. Decide how you are going to sign your name and then sign the same way on all your checks. This is a formal document, so you probably want to sign it Thomas or Amanda rather than Tom or Mandy. Your bank will keep your signature on file as a way to verify your signature on checks and other documents.

**And you are done!**