

Checking Account

Check Example

The diagram shows a check form with six numbered callouts:

- 1: Points to the "Date:" field.
- 2: Points to the "PAY TO THE ORDER OF" field.
- 3: Points to the dollar amount field (e.g., \$ 19.75).
- 4: Points to the "Dollars" field (e.g., Nineteen and 75/100).
- 5: Points to the "Memo" field.
- 6: Points to the signature line.

When writing a check, be sure to complete the following areas:

1. **Date**—Write the date.
2. **Pay to the Order of**—Write the name of the person or company to whom you will give the check. After writing the name, you can draw a line to the end. This prevents anyone from adding an additional name on your check.
3. **\$**--Write the amount of the check in numbers, such as \$19.75.
4. **Dollars**—Write the amount of the check in words, such as nineteen and 75/100. After writing out the amount of the check, draw a line to the end. This prevents anyone from adding an additional amount after what you have written.
5. **Memo**: This section is optional. You can use this area to remind yourself why you wrote the check or to record the account number of the bill you are paying.
6. **Signature line**: Sign your name.

A correctly filled out check will look like this:

The filled-out check form includes the following information:

- YOUR NAME, YOUR ADDRESS, YOUR PHONE NUMBER
- Date: 2/26
- 105 00-6879 770
- PAY TO THE ORDER OF Coffee Mart \$ 19.75
- Nineteen and $\frac{75}{100}$ Dollars
- FINANCIAL INSTITUTION
Your City, State, Zip Code
- Memo: coffee maker
- Your signature
- ① :00000000 : 0000 0000 0 000 0 0.: