

# Checking Account

## Check Example

The diagram shows a check form with six numbered boxes pointing to specific fields:

- 1: Date
- 2: PAY TO THE ORDER OF
- 3: Amount in numbers (\$19.75)
- 4: Amount in words (Nineteen and 75/100)
- 5: Memo
- 6: 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 completed check form shows the following handwritten entries:

- Date: 2/26
- Pay to the Order of: Coffee Mart
- Amount in numbers: \$ 19.75
- Amount in words: Nineteen and  $\frac{75}{100}$  Dollars
- Memo: coffee maker
- Signature: Your signature