Checking Account

Check Example

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*: