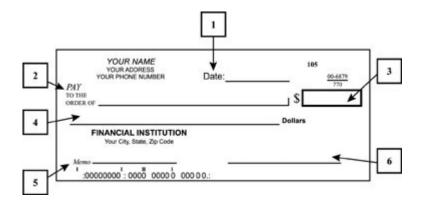
Checking Account

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:

