

# HOW TO WRITE A CHECK

## What goes where?

|  |                          |                          |         |
|--|--------------------------|--------------------------|---------|
| JANE DOE<br>123 ANYWHERE ST<br>ANYWHERE, USA |                          | DATE <u>Today's Date</u> | 456     |
| PAY TO THE<br>ORDER OF                       | <u>Payee's full name</u> | <u>Amount in NUMBERS</u> | \$      |
|  | <u>Amount in WORDS</u>   |                          | DOLLARS |
| MEMO   | <u>Memo/Reason</u>       | <u>Payer's signature</u> |         |
| 123456789 123456789                          |                          |                          |         |

## Why is this important?

- Reduces the need to carry large amounts of cash.
- Convenience - useful for paying bills.
- Spending plan tools - keeps a record of where money is spent.

## Other things to remember:

- Write checks legibly.
- Only write checks when you have enough money in your account.
- Always use a pen (preferably gel ink.)
- Always keep checks in a safe place.