



HOW TO WRITE A CHECK

What goes where?

JANE DOE 123 ANYWHERE ST ANYWHERE, USA		DATE <u>Today's Date</u>	456
PAY TO THE ORDER OF	<u>Payee's full name</u>	<div>Amount in NUMBERS</div>	\$
<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.