

Writing Checks

It is important to learn to write checks correctly. Here's how to do it:

1. Always write checks in ink that cannot be erased.
2. Write the check number where it says "No." (number).
3. Fill in the date.
4. Write the name of the person or company to whom you are writing the check where it says "Pay to the order of..."
5. Write the amount of money in numbers (\$14.98) and words (Fourteen and 98/100 dollars).
6. Sign your name.

Directions: Complete each check below using the directions given above. Use today's date.

1. Write check #1 to Mary Williams for \$23.98.

	No. _____
	_____ 19 ____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
JACKSON Bank	
Memo _____	

2. Write check #2 to Food Center for \$45.68.

	No. _____
	_____ 19 ____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
JACKSON Bank	
Memo _____	