

HOW TO WRITE A CHECK

During and after college you may need to know how to write a check in order to pay your rent, utilities, and more. For important steps and information provided on a check please see below.

1. Write the date
2. Write the name/organization who you are making check payable to
3. Write the dollar amount
4. Write the dollar amount in words (Ex: \$55.10, write Fifty five dollars 10/100)
5. Fill out the memo (what the check is for)
6. Sign your name exactly how it appears on the check

Angie Martinez 1637
 Street Address
 City, State 12345

1 Date 12/01/2014

2 PAY TO THE ORDER OF VFW POST 3787 \$ 55.00 **3**

4 Fifty five dollars only Dollars

Bank
 Street Address
 City, State 12345 Operation Courage

5 Memo is Beautiful **6** Angie Martinez

•123400056• 98765432 •1637

Key information to know about writing a check:

- There are three groups of numbers on the bottom of a check
- Your routing number is the first group of numbers (under the memo line #5)
- Your account number is the second group of numbers (under the signature line #6)
- The check number is the last group of numbers (also under the signature line)
- The check number also appears on the top right side above the date