

How to Write a Check

Use this simple diagram to learn how to write a check.

The diagram shows a check with the following fields and labels:

- Payee:** The Pizza Place
- Amount of payment in words:** Eight and 25/100
- Amount of payment in numerical form:** 8.25
- Current date:** 01/01/2008
- What the check is for:** Dinner with Family
- Your signature:** Your Name

Other fields on the check include: Your Name, 123 Main St, Somewhere, US 10111; Date; PAY TO THE ORDER OF; Your Bank, 456 Main St, Somewhere, US 10111; MEMO; and MICR lines at the bottom.

Practice writing your own check!

A blank check form for practice with the following fields:

- Your Name
123 Main St
Somewhere, US 10111
- Date _____
- PAY TO THE ORDER OF _____
- \$ _____
- _____ DOLLARS
- Your Bank
456 Main St
Somewhere, US 10111
- MEMO _____
- Bottom MICR lines: |:123456789 |:, 1001001234, 0111