

Name : \_\_\_\_\_

## How to Write a Check

John Smith  
7182 N. Illinois Blvd.  
Vista, CA 92083

0123  
65-707/3213

Date: \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_

PAYABLE AT BANK OF USA

MEMO \_\_\_\_\_

||: 321370765 ||:

\$ \_\_\_\_\_

LARS

SIGNATURE \_\_\_\_\_

**PREVIEW**

Gain complete access to the largest collection of worksheets in all subjects!

Members, please log in to download this worksheet.

Not a member? Please sign up to gain complete access.

[www.mathworksheets4kids.com](http://www.mathworksheets4kids.com)

- 1) **Date** – The date should be written in the date field. There are two ways of doing this: use the month, day, and year. There are two words.
- 2) **Pay to the order** – Write the name of the person or company you're writing the check. Be sure to spell the name correctly. Check if the name is spelled incorrectly.
- 3) **Amount in numbers** – Write the amount in numbers. The decimal point should be clear, and the number should be written in the rest of the blank.
- 4) **Amount in words** – The dollar amount should be written in words and the cents amount in numbers over 100. Be sure to draw a line to fill in the rest of the blank. This is important to avoid cases of anyone altering the amount written on the check.
- 5) **Signature** – Write your name here. Printing the name is not allowed. All checks must be signed the same way. Your full name, not a shortened version of it, should be used as this is a formal document.
- 6) **Memo** – Maintaining a note will help remind why you had made the payment. It's important to keep a check register for balancing and making the budget. The record helps by telling you what the money was spent for.