



## HOW TO WRITE OUT A CHECK

*NOTE:* A check writer may print or use cursive...just so the writing is legible.

### STEPS ICON

- Write a date on the check after the pre-printed words "DATE"—feel free to use all digits or write out the name of the month (e.g., December) and add the day and year in digits (e.g., December 1, 2020)
- Place the name of the person receiving the money directly after the pre-printed words "PAY TO THE ORDER OF"
- Input the numerical numbers after the "\$" sign
- Write out the dollar and cents amount on the check
  - always start at the beginning of the line on the left side
  - draw a line afterward towards the pre-printed word "DOLLARS" on the check (this is to prevent anyone from altering the check amount)
- Conclude by placing your name on the line in the bottom most right corner
  - traditionally this is a legal signature in cursive (some argue it is not mandatory to use cursive here, but the signature needs to be authentic to the signer to be legal—I suggest using cursive to eliminate possible issues when cashing)
- The provided "FOR" line is optional, but many individuals like to stipulate the purpose of the payment for the recipient and to serve as documentation for themselves

*NOTE:* On a check, the numerical numbers written next to the dollar symbol should coincide with the amount written in words before the word "dollars." The amount written in words takes precedent and will represent the value of the check if they differ.

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

- NAME ADDRESS CITY, STATE ZIP** (top left)
- 0123** (top right)
- 01-2345/6789** (top right)
- DATE** (top center)
- PAY TO THE ORDER OF** (middle left)
- \$** (middle right)
- DOLLARS** (middle right)
- BANK NAME ADDRESS CITY, STATE ZIP** (bottom left)
- FOR** (bottom left)
- Bank Routing Number** (bottom left, MICR line: @ 2345678)
- Bank Account Number** (bottom center, MICR line: 0 234567890 23)
- Check Number** (bottom right, MICR line: 0 23)