

## HOW TO WRITE A CHECK

The image shows a sample check from Chevy Chase Bank. The check is dated May 15, 2008, and is payable to Campus Book Store for \$200.50. The amount is written in words as "Two-hundred dollars and 50/100". The check is signed by Felicity Freshman. Callout boxes provide instructions for each field:

- Write out the amount of the check in words.** (Points to the amount written in words: "Two-hundred dollars and 50/100")
- Write the name of the person or company you're paying. Never leave this line blank.** (Points to the payee name: "Campus Book Store")
- Put the date here. A check cannot be cashed before the date written in this spot.** (Points to the date: "May 15, 2008")
- Sign here.** (Points to the signature: "Felicity Freshman")
- Write the amount of the check in numbers.** (Points to the amount written in numbers: "200")
- To help you remember why you wrote the check.** (Points to the "FOR" field: "Textbooks")

### Pay attention to the following:

The amount written numerically: it should read, "\$200.50"

The amount written in words: it should read "**Two Hundred and 50/100**". Many people will then draw a line to the preprinted "Dollars" to discourage alteration. If the check were for \$201.59, it would be written, "Two Hundred One and 59/100".