



How to Write a Check

Writing a check is easy with a few simple steps and a little practice. Be sure to always use a pen and write neatly. Each time you write a check, you will fill in the following areas of the check:

JAMES C. MORRISON
1765 SHERIDAN DRIVE
YOUR CITY, STATE 12345

00-6789/0000
12345678

1 **DATE** *March 5, 2023*

2 **PAY TO THE ORDER OF** *Acme Car Rental*

3 **\$** *124.05*

4 *One hundred twenty-four and 05/100* **DOLLARS**

5 *James Morrison*

6 **MEMO** *car rental*

A **0000067894** **B** **12345678** **C** **0101**

A. Routing Number and Transit **B.** Account Number **C.** Check Number

- 1. DATE:** Enter the day you are completing the check. Remember to write the month, the day and the year. Example: March 5, 2023 or 03/05/2023
- 2. PAY TO:** Enter the name of the person(s) or organization to whom you are writing the check.
- 3. \$ AMOUNT:** Write the check's amount using numbers. When you write the number, start at the left and don't leave space. People could add in more numbers if you do. Example: \$124.05
- 4. DOLLARS:** Enter the amount of the check in words. When you write the words of the dollar amount, write the cents in the form of a fraction. Draw a line through the extra space. Someone could change the amount if you leave space. Example: One hundred twenty-four and 05/100
- 5. SIGNATURE:** Sign the check with the name that appears at the top. Don't sign it until you are going to use it. If you sign it in advance, someone could use the check.
- 6. MEMO:** This is optional – You can note what the payment is for. This completes your check. Do not forget write it down in your register.

How to Write Out Numbers and Quantities into Words

\$1.00	One	\$11.00	Eleven	\$20.00	Twenty	\$100.00	One hundred
\$2.00	Two	\$12.00	Twelve	\$30.00	Thirty	\$200.00	Two hundred
\$3.00	Three	\$13.00	Thirteen	\$40.00	Forty	\$300.00	Three hundred
\$4.00	Four	\$14.00	Fourteen	\$50.00	Fifty	\$400.00	Four hundred
\$5.00	Five	\$15.00	Fifteen	\$60.00	Sixty	\$500.00	Five hundred
\$6.00	Six	\$16.00	Sixteen	\$70.00	Seventy	\$600.00	Six hundred
\$7.00	Seven	\$17.00	Seventeen	\$80.00	Eighty	\$700.00	Seven hundred
\$8.00	Eight	\$18.00	Eighteen	\$90.00	Ninety	\$800.00	Eight hundred
\$9.00	Nine	\$19.00	Nineteen			\$900.00	Nine hundred
\$10.00	Ten					\$1,000.00	One Thousand

By combining these numbers you can write different amounts. Example: 124 dollars and 5/100 - one hundred twenty-four and 05/100