

Name \_\_\_\_\_ Date \_\_\_\_\_

Directions: Based on the check below, describe each part of the check in the description area of the chart.

### WRITING A CHECK

The check form includes the following fields and labels:

- (j)**: Check number (#203)
- (i)**: Date (12-567/891)
- (a)**: Amount in numbers (20)
- (c)**: Amount in words (\$ \_\_\_\_\_ DOLLARS)
- (b)**: Pay to the order of (ORDER OF \_\_\_\_\_)
- (d)**: Payee name (MEMO \_\_\_\_\_)
- (f)**: Bank name (YOUR BANK)
- (g)**: Routing number (053962407)
- (h)**: Account number (9944444433)
- (i)**: Check number (203)

Check Area	Description
(a)	Date: Includes the month, day and year that the person wrote the check.
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	
(h)	
(i)	
(j)	

