

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

# Check Writing

**WRITING A CHECK**

The check form includes the following fields and labels:

- (j)**: Check number (#203)
- (i)**: MICR line (12-567/891)
- (a)**: Date (20)
- (b)**: Payor information (JAMES SMITH, JANE SMITH, 321 OAK ST, ANYTOWN, USA)
- (c)**: Amount in dollars (\$)
- (d)**: Amount in words (DOLLARS)
- (e)**: Bank name and address (YOUR BANK, 123 MAIN STREET, ANYTOWN, USA)
- (f)**: Memo field
- (g)**: Routing number (053962407)
- (h)**: Account number (9944444433)
- (i)**: Check number (203)

**Directions:**


Based on the above check, describe each part of the check in the description area of this chart.

Check Area	Description
(a)	Date: Include the month, day, and year you are writing the check.
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	
(h)	
(i)	
(j)	

**Directions:**

Write the following check out to:

**Allen's Clothing Store in the amount of \$43.28 for shoes.**

321 OAK ST ANYTOWN, USA	#203 12-567/891
PAY TO THE ORDER OF _____	_____ 20 _____ \$ _____ DOLLARS
 YOUR BANK 123 MAIN STREET ANYTOWN, USA	
MEMO _____	_____
:053962407 994444433 203	

**Directions:**

Endorse the back of the check #201 so that it can be safely deposited into your account. Endorse check #202 so that it can only be cashed by George W. Doe.

Check #201

Check #202

ENDORSE HERE
_____
_____
_____
_____

ENDORSE HERE
_____
_____
_____
_____