How to Write a Check

1. Write the date on the line in the upper right hand corner.

2. Write who the check is for on the line that says "Pay to the Order of".

3. Write the amount of the check in number form in the box on the right next to the "Pay to the Order of"

4. Write the amount of the check in word form on the line under the "Pay to the Order of" line.

5. Sign the check on the line in the bottom right-hand corner.

6. Write what the check is for or a short note on the line in the bottom left-hand corner where it says "Memo".