How to Write a Check

This is the information you write on a check.

```
Your Name                                                    1001
Your Address                        16-123/4567
City, State, Zip
                                                    Date ____(1)____

Pay to the order of ___(2)_____  $ _(3)_____

(4)_____ dollars

Bank's Name
Address
City, State, Zip

For(5)_____    (6)_____

        1234567      0000000016093829387 1001
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What to write:		Example:
1.	Write the date: month, day, year.	*August 5, 2006* or *8/5/06*
2.	Write the name of the person or business that gets the check.	*ABC Store*
3.	Write the amount of the check in numbers	*$21.28*
4.	Write the amount of dollars in words. Write the amount of the cents in numbers. Draw a line to the word "dollars."	*twenty-one* *28/100* *twenty-one and 28/100--------*
5.	Write a note to remember what the check was for.	*party supplies*
6.	Sign your name.	*Your Name*