

The Parts of a Check

Find each number on the check. **Read** what that part is for.

J. R.
12 Elm Street

No. 100

2 Date _____

3 Pay to the order of _____

4 \$ _____

5 _____ Dollars

Lakeview Community Bank

6 Memo _____

7 _____
Signature

#	Part	What to write
1	Check number	Each check has its own number. Use it to keep track.
2	Date	The day you write the check.
3	Pay to the order of	The person or business you are paying (the payee).
4	Amount in numbers	The dollars and cents, like 87.42.
5	Amount in words	The same amount written in words. Draw a line to fill the space.
6	Memo	What the check is for. This part is optional.
7	Signature	Sign your name. A check is not good without it.

Fill Out a Check

Read the bill. **Fill out** every part of the check, then **sign** it.

1. It is March 4, 2027. You pay your rent of \$625.00 to Maple Street Apartments. Memo: march rent.

J. R. 12 Elm Street	No. 101
Date _____	
Pay to the order of _____	\$
_____ Dollars	
Lakeview Community Bank	
Memo _____	Signature _____

2. It is March 10, 2027. Your electric bill from Northside Power Company is \$87.42. Memo: electric bill.

J. R. 12 Elm Street	No. 102
Date _____	
Pay to the order of _____	\$
_____ Dollars	
Lakeview Community Bank	
Memo _____	Signature _____

Fill Out a Check

Fill out the check. **Use** the word bank to spell the amount.

3. It is March 15, 2027. Cedar Auto Repair fixed your car. The bill is \$1,318.60. Memo: car repair.

J. R. 12 Elm Street	No. 103
Date _____	
Pay to the order of _____	\$
_____ Dollars	
Lakeview Community Bank	
Memo _____	Signature _____

How to write cents

Write the cents as a fraction of 100: \$87.42 → Eighty-seven and 42/100. No cents? Write 00/100.

NUMBER WORD BANK

one • two • three • four • five • six • seven • eight • nine • ten • eleven • twelve • thirteen • fourteen • fifteen • sixteen • seventeen • eighteen • nineteen • twenty • thirty • forty • fifty • sixty • seventy • eighty • ninety • hundred • thousand

Writing a Check: Key

Check	Date	Pay to the order of	Amount	Amount in words	Memo
101	March 4, 2027	Maple Street Apartments	\$625.00	Six hundred twenty-five and 00/100	March rent
102	March 10, 2027	Northside Power Company	\$87.42	Eighty-seven and 42/100	Electric bill
103	March 15, 2027	Cedar Auto Repair	\$1,318.60	One thousand three hundred eighteen and 60/100	Car repair

Look for: the amount in numbers starts right after the \$ sign, the words match the numbers, a line fills the rest of the words line, and the check is signed.