

# How to Write a Check

The diagram shows a check with the following fields and labels:

- Drawer:** John Doe, 123 Main Street, Anytown, USA 12345
- Payee:** King Soopers
- Check Number:** 1212
- Institutional Identifier:** 82-7446/3070
- Date:** 05/11/2006
- Pay to the Order of:** King Soopers
- Dollar Amount:** \$102.93
- Handwritten Dollar Amount:** One hundred two and 93/100
- Drawee:** Aurora Schools Federal Credit Union, 751 Chambers Rd, Aurora, CO 80012
- Signature:** John Doe
- Memo:** (Blank)
- Routing Number:** 15070744671
- Account Number:** 000012343600
- Check Number (bottom):** 1212
- Dollar Amount Imprinted:** 0000010293

When writing a check, you are writing a contract for payment. It orders your financial institution to pay, on demand to the person or party names on the check, a specific sum of money. So knowing how to correctly write a check is important for managing your finances.

Using the example above, follow these simple steps to writing a check:

1. Write the current date on the Date line.
2. Write the name of the person or party (Payee) that will be receiving the funds on the top line next to "Pay to the Order of."
3. Write the numerical dollar amount of the check in the empty box next to the Payee's name.
4. Write out the amount for the check on the line under the name of the Payee.
5. Sign the check with your signature on the Signature Line on the bottom right hand side of the check.
6. If you wish, include a note to yourself or to the Payee on the Memo Line that gives further explanation for the check. For example, if the Payee is your landlord, you might write "Rent for apartment 444."

And those are the basics to writing a check! Use the example above to help you identify the parts of a check and help you write your own. If you need further assistance, please visit the Aurora Schools Federal Credit Union or your own financial institution to speak with a financial service representative.