

Instructions for Check Writing in the United States

The following items correspond with the numbers located on the sample check image.

Only use PENS when writing checks, NOT pencils!

1. Fill in the Date that you are writing the check.
2. Fill in "Pay to the Order of" with the person or organization of which will be receiving this check. (e.g a business, a person, school, etc.)
3. Write in the **numeric amount** of the check in this box.
4. On the line, spell out the amount of which you are making the check. Give the exact dollar amount and the cents (see example).
5. The "For" line allows you to indicate what the check is for (rent, tuition, groceries, etc.).
6. Sign your name above the line.

