

# A Guide to Check Writing

Follow these steps to correctly fill out a check for payment. It is best to complete a check with black or blue pen, and to write as legibly as possible.

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00-6789/0000  
12345678

101  
WISCONSIN  
BADGERS.

DATE 1

JAMES C. MORRISON  
1765 SHERIDAN DRIVE  
YOUR CITY, STATE 12345

PAY TO THE ORDER OF 2

\$ 3

4

DOLLARS Security Features Included. Details on Back.

YOUR FINANCIAL INSTITUTION  
YOUR CITY, STATE AND ZIP

MEMO 6

5

MP

+ ⑆000067894⑆ 12345678⑈

UNIVERSITY OF WISCONSIN

**Step 1** Write the date.

**Step 2** Write the full name of the person or company receiving the check.

**Step 3** Write the numerical dollar amount of the check. For example, if you need to make a payment of \$125.75, write it like this here: \$125.75.

**Step 4** Write the dollar amount of the check using words and a fraction for the amount, and then add a straight line through the end of the space. For example, if you need to make a payment of \$125.75, write it like this here: One hundred twenty-five and 75/100 \_\_\_\_\_ Dollars.

**Step 5** Sign the signature line with your signature.

**Step 6** Fill in the memo line. This is usually the place to write your account number for your payee or a note for yourself.

After the check is filled out, you are ready to give it to the payee. It is also important to note the check number, date, payee and amount of the check in your checkbook register. Subtract the amount of your check from your balance so you know how much will be left in your checking account when the check is cashed.



Your best interest always comes first.™



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