

Empowered By THEM

Check Writing

John Smith
2345 Maple Drive
Springtown CA 95434

1276

Date May 29, 2013

Pay to the
Order of

Grocery Mart

\$

22.55

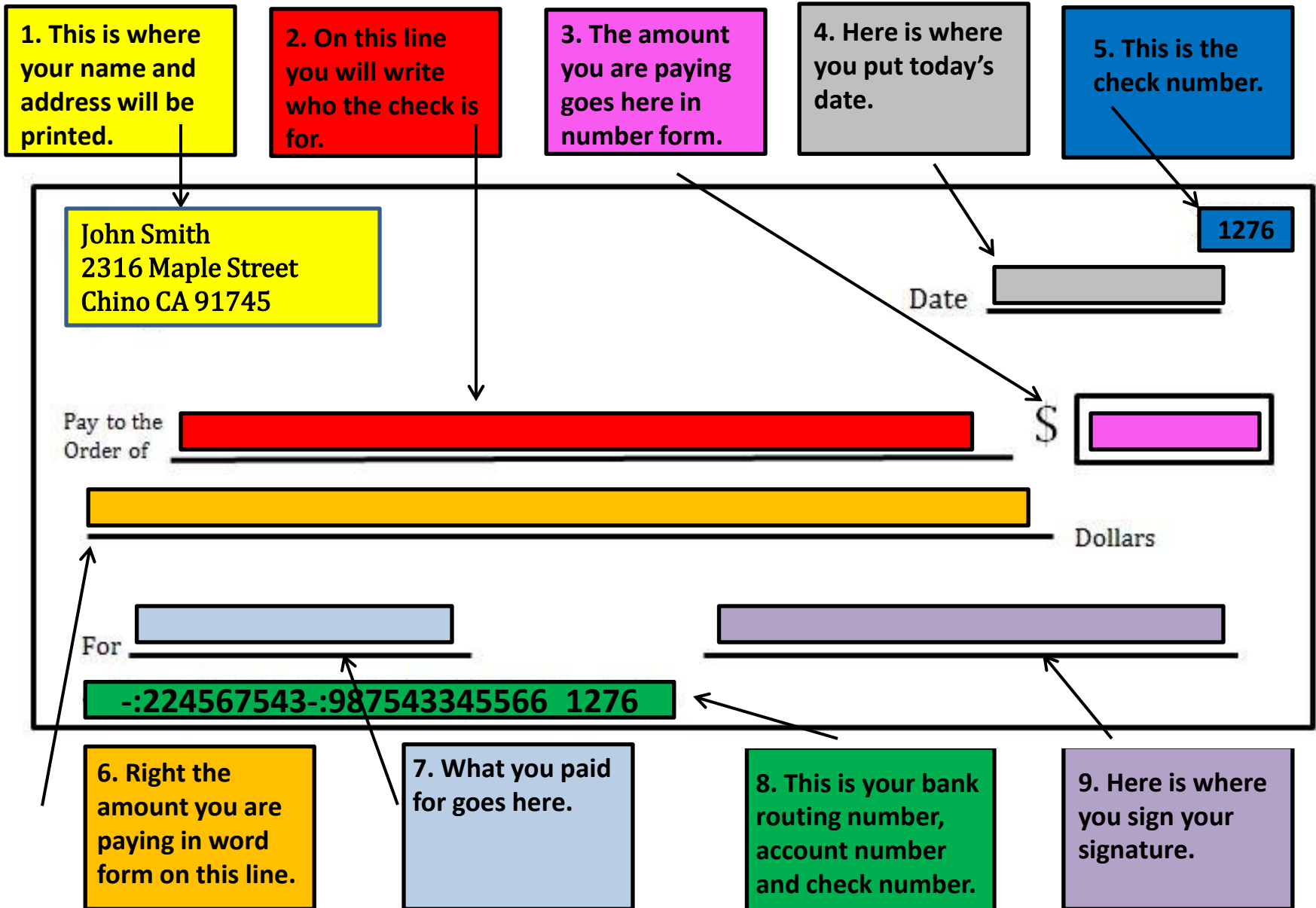
Twenty Two and

Dollars

For _____

-.:453337642-.:5543765435212: 1276

Elements of a Check



Elements of a Check

1. Your checks will come with your name and address already printed in this area. This way the person you are writing the check to will know who it is from.

2. Who are you writing this check to? You will need to write the whole store or person's name on this line. Do not leave this line blank or anyone will be able to cash your check.

3. How much are you writing this check for? You will need to write this number in dollars and cents. Example: 24.50

4. You will need to put the date in which you write the check in this box.

5. Each check has it's own number. The check number will already be printed on your checks when you receive them. All check numbers will be in chronological order 100, 101, 102 etc.

6. Write the dollar amount owed in letter form on this line. If you owe \$25.50 you will need to write it in words like this, Twenty Five dollars and 50 cents or Twenty Five and 50/100.

7. This is your memo area. You need to write what it is that you are paying for. This way you will remember what you spent your money on.

8. Your bank routing number, account number and the check number are in this area. Your bank needs this to know where to remove the money from.

9. You will sign your signature on this line. Be sure to use both your first and last name.

Check Writing

Look at each of the checks below. Answer the questions about each check.

1.
What date was this check written? _____
How much is the check made out for? _____
Who is the check made out to? _____
What is the check number? _____
Who wrote the check? _____
What did he buy? _____

| | |
|---|----------------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1274 Date May 20, 2013 |
| Pay to the Order of Pizza Barn | \$ 14.24 |
| Fourteen and 24/100 | Dollars |
| For Pizza | <i>John Smith</i> |
| -:453337642-:5543765435212: 1276 | |

2.
What date was this check written? _____
How much is the check made out for? _____
Who is the check made out to? _____
What is the check number? _____
Who wrote the check? _____
What did he pay for? _____

| | |
|---|----------------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1275 Date June 2, 2013 |
| Pay to the Order of Dr. Ford | \$ 45.00 |
| Forty Five Only | Dollars |
| For Physical | John Smith |
| -:453337642-:5543765435212: 1276 | |

Check Writing

Writing checks is a safe way to pay for things you need. You can mail a check and not have to worry about losing it. If your check gets lost you can write a new check. If you mail cash and it get's lost it is gone forever. With checks you don't have to carry around a lot of cash that you might spend or lose. Most people use checks to pay their bills and buy things that they need. Let's practice writing some checks. Check off each box as you complete that section.

| | |
|---|-------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1276 |
| Date _____ | |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ Dollars | |
| For _____ | |
| -:453337642-:5543765435212: 1276 | |

3. You need to write a check at the store to pay for food. Fill in the following lines.

- Write in today's date:
- Pay: Food Mart
- Amount: 45.10
- Write it out: Forty Five and 10/100
- For: Groceries
- Sign your name

| | |
|---|-------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1277 |
| Date _____ | |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ Dollars | |
| For _____ | |
| -:453337642-:5543765435212: 1277 | |

4. You want to send you niece money for her birthday next week.

- Write in today's date:
- Pay: Mary Smith
- Amount: 10.00
- Write it out: Ten Only
- For: Birthday
- Sign your name

Check Writing Practice

Every check that you write needs to be logged into your bank log. You need to be sure to keep careful track of all monies that come in and out of your account. If you forget to log a deduction, you could overdraw your account and have to pay extra fees.

Let's practice some more:

| | |
|---|-------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1278 |
| | Date _____ |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ | Dollars |
| For _____ | _____ |
| -:453337642-:5543765435212: 1278 | |

5. You need to mail a check to pay your cell phone bill. Fill in the following lines.

- Write in today's date:
- Pay: Cell City
- Amount: 53.40
- Write it out: Fifty Three and 40/100
- For: Cell Phone
- Sign your name

| | |
|---|-------------------------|
| John Smith 2345 Maple Drive Springtown CA 95434 | 1279 |
| | Date _____ |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ | Dollars |
| For _____ | _____ |
| -:453337642-:5543765435212: 1279 | |

6. You borrowed money from your aunt last month and need to pay her back..

- Write in today's date:
- Pay: Helen Parker
- Amount: 25.00
- Write it out: Twenty Five Only
- For: Loan
- Sign your name

Check Writing Fun Practice

Now that you have had practice, let's see if you can do some on your own! Make sure to write in your name and address.

| | |
|----------------------------------|-------------------------|
| _____ _____ _____ | 1280 |
| | Date _____ |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ | Dollars |
| For _____ | _____ |
| -:453337642-:5543765435212: 1280 | |

7. Write a check out to your favorite store for something you would really like to have.

- Write in today's date:
- Pay:
- Amount:
- Write it out:
- For:
- Sign your name

| | |
|----------------------------------|-------------------------|
| _____ _____ _____ | 1281 |
| | Date _____ |
| Pay to the Order of _____ | \$ <input type="text"/> |
| _____ | Dollars |
| For _____ | _____ |
| -:453337642-:5543765435212: 1281 | |

8. On your own.

Write your teacher a check for all the help she has given you! How much does she deserve?

Check Writing - Blanks Checks

_____ 1282

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1282

_____ 1283

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1283

_____ 1284

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1284

_____ 1285

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1285

_____ 1286

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1286

_____ 1287

Date _____
Pay to the Order of _____ \$

Dollars
For _____
-:453337642-:5543765435212: 1287