The Centsables®

US Community CREDIT UNION

PRACTICE WRITING YOUR OWN CHECKS

Your Name: _____

Address: _____

City, State _____

Zip: _____

4589

DATE _____

PAY TO THE
ORDER OF _____

$ [ ]

_____ DOLLARS 🔒

US Community CREDIT UNION

MEMO _____

⑈ 000 000000 ⑈ 000000⑆ 0000

DON'T HESITATE TO FLIP THE PAGE OVER IF YOU NEED HELP OR WANT TO "CHECK" YOUR WORK.

Your Name: _____

Address: _____

City, State _____

Zip: _____

4589

DATE _____

PAY TO THE
ORDER OF _____

$ [ ]

_____ DOLLARS 🔒

US Community CREDIT UNION

MEMO _____

⑈ 000 000000 ⑈ 000000⑆ 0000

The ¢entsables®

LET US TEACH YOU HOW TO WRITE A CHECK

John Doe
123 Main Street
Anywhere US 10111

1. DATE __1/26/23__

4589

2. PAY TO THE ORDER OF __ABC Water Company__ $ __110.52__   **3.**

__one hundred ten and 52/100 ----------__ DOLLARS

4.

US Community CREDIT UNION

MEMO __January Water Bill__ **5.**   **6.** __John Doe__

⑈ 000 000000 ⑆   000000⑈   0000

Follow the steps below, while referencing the check above. This will help guide you through the proper way to write a check.

Step 1: Date the Check. – Fill in the day, month and year.

Step 2: Fill out who the check is for. – Write the name of the person or company to whom you are writing the check.

Step 3: Write the dollar amount in numbers.

Step 4: Write the dollar amount in words. – Write out the dollar amount in words and the cents amount in numbers over 100. Fill in the rest of the blank with a line all the way to the end (this prevents anyone from altering the amount you have written on the check).

Step 5: Fill in the Memo. – Record a note to remind yourself what the payment is for.

Step 6: Sign the Check. – This is where you sign your full name.