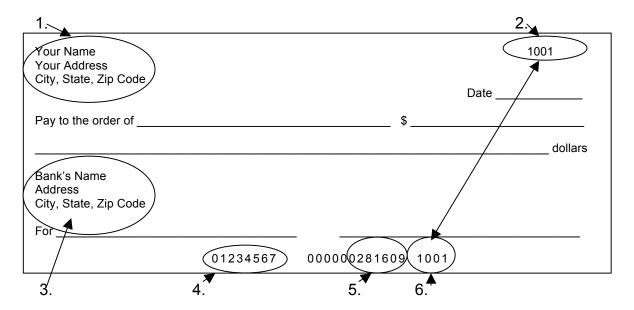
## **How to Read a Check**

This information will be printed on your checks.



1. Your personal information: name

address

city, state and zip code

You can include your telephone number

if you want

- 2. The number of the check (1001, 1002, 1003, 1004, etc.) This number is also printed in the last line.
- 3. Your bank's information: name

address

city, state and zip code

- 4. Your bank's routing number This number identifies the bank.
- 5. Your bank account number
- 6. The check number (same as #2)

## **How to Write a Check**

This is the information you write on a check.

Your Name Your Address		16-123/4567 Date		1001
City, State, Zip				<u>(1)</u>
	`			
Pay to the order of2	)		\$ <u>(3)</u>	
<u>(4)</u>				dollars
Bank's Name				
Address City, State, Zip				
Oity, State, Zip				
For <u>5</u>				
	1234567 000000016093829387 1001			

What to write: Example: 1. Write the date: month, day, year. August 5, 2006 or 8/5/06 Write the name of the person or 2. business that gets the check. ABC Store 3. Write the amount of the check in numbers \$21.28 4. Write the amount of dollars in words. twenty-one Write the amount of the cents in numbers. 28/100 twenty-one and 28/100-----Draw a line to the word "dollars." 5. Write a note to remember what the check was for. party supplies Your Name 6. Sign your name.