

## How to Read a Check

This information will be printed on your checks.

The diagram shows a check form with the following fields and callouts:

- 1.** Points to a box containing: Your Name, Your Address, City, State, Zip Code.
- 2.** Points to the number 1001 in the top right corner.
- 3.** Points to a box containing: Bank's Name, Address, City, State, Zip Code.
- 4.** Points to the routing number 01234567.
- 5.** Points to the account number 000000281609.
- 6.** Points to the check number 1001 in the bottom right corner.

Other fields on the check include: Date \_\_\_\_\_, Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_, \_\_\_\_\_ dollars, and For \_\_\_\_\_.

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		1001
Your Address	16-123/4567	
City, State, Zip		
	Date	①
Pay to the order of	②	\$ ③
④		dollars
Bank's Name		
Address		
City, State, Zip		
For	⑤	⑥
	1234567	0000000016093829387 1001

## What to write:

## Example:

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