



How to Write a Check

While you are here in the United States, you will have a bank account so that we may deposit your monthly salary. You may use the money in that bank account to pay for school supplies, to pay for your house or apartment and to pay other bills. Sometimes, you will be able to use your bank card to make payments, and sometimes, you will have to write a check.

2400
(1) _____ 19____ 91-548/1221
PAY TO THE ORDER OF (2) _____ (3) \$ _____
(4) _____ DOLLARS
FOR (5) _____ (6) _____
⑆ 221052781⑆ 6724301068⑆ 2400⑆
Routing Number Account Number Check Number

- (1) On the top right side of the check, you will write the date (day, month and year) you are writing the check.
- (2) The first empty line is for you to write the name of the person or business to which you are writing the check.
- (3) The empty box is for you to write the dollar amount in numbers, like 10.00 for ten dollars or 2,000.00 for two thousand dollars.
- (4) The second empty line is for you to write the dollar amount in words, like “ten dollars” for \$10.00 or “two thousand dollars” for \$2,000.00.
- (5) The empty line on the bottom left is for you to write the reason for the check, like “June 2012 Rent” if you’re paying your landlord or your mobile phone account number if you’re paying your phone bill.
- (6) The empty line on the bottom right is for you to sign your name or signature.

Please note: If you are providing a check to the Cultural Office to indicate your bank account information for future deposits, you do not need to write anything on the check except the word “VOID” in the (2) line. This means that the check has no monetary value, and we will use it for informational purposes only.