

The Anatomy of a Check

A check has many parts, and each section has an important purpose.

John Doe **A**
88 Main St.
Anytown, NY 12345

B 123
C
Date

PAY TO THE ORDER OF **D** \$ **E**

F DOLLARS

FOR **G** **H**

I 012345678 **J** 1001001234 **K** 0123

- A. Payer information:** This is the payer's contact information.
- B. Check number:** Each check has its own number in a check book.
- C. Date:** The date check was written.
- D. Payee name:** Name of the person or business the check is paying.
- E. Amount numerical:** The amount written out numerically (\$123.45).
- F. Amount written:** The amount written out (*One Hundred and Twenty Three $\frac{45}{100}$*).
- G. For or Memo:** A note about what the check is paying for such as rent, car payment or anything else.
- H. Signature:** The signature of the person writing the check. A valid signature must be on the check.
- I. Bank routing number:** A nine digit number used by banks to identify specific financial institutions in the United States.
- J. Bank account number:** The account number—usually between eight and 12 digits—identifies the payer's account.
- K. Check number:** This is the same number that is at the top of the check, although this number can be read by check scanners at the store or your bank.



Practice Writing a Check

Write a check to Mom, for \$10.37 for a Gourmet Grilled Cheese sandwich.

John Doe 88 Main St. Anytown, NY 12345	123	
	Date _____	
PAY TO THE ORDER OF _____	\$ _____	
_____	DOLLARS	
FOR _____	_____	
012345678	1001001234	0123

Write a check to Joe's Garage, for \$50.75 for an oil change.

John Doe 88 Main St. Anytown, NY 12345	123	
	Date _____	
PAY TO THE ORDER OF _____	\$ _____	
_____	DOLLARS	
FOR _____	_____	
012345678	1001001234	0123

