

Writing a Check

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How to Write a Check

Write who the check is to on this line.
For example, the name of a person or
the name of a store.

On this line, write the date.

The diagram shows a rectangular check form with several fields and lines. Arrows point from external text blocks to these fields:

- An arrow points from the top-left instruction to the "Pay to the order of" line.
- An arrow points from the top-right instruction to the "Date" line.
- An arrow points from the right-side instruction to a small rectangular box next to a dollar sign (\$).
- An arrow points from the bottom-left instruction to the "Memo" line.
- An arrow points from the bottom-middle instruction to the "Memo" line.
- An arrow points from the bottom-right instruction to the bottom-most line.

The form contains the following text and lines:

- "Pay to the order of" followed by a horizontal line.
- "Date" followed by a horizontal line.
- A dollar sign (\$) followed by a small rectangular box.
- "Memo" followed by a horizontal line.
- A horizontal line at the bottom right with the initials "AH" below it.

In this
box,
write the
amount
of the
payment

On this line, write the amount of the
payment using words.

On the Memo line, write a
note about what this
payment was for.

On this line, the person writing
the check signs their name.

Writing a Check

Example #1

You are making a purchase to to the Puppy Supply Store for \$28.75. You are buying dog treats and a toy.

Fill out the check below signing your name and using today's date.

Date _____	
Pay to the order of _____	\$ <input type="text"/>

Memo _____	_____
AH	

Example #2

You are paying the babysitter, Susan Jackson, \$35 for watching your kids.

Fill out the check below signing your name and using today's date.

Date _____	
Pay to the order of _____	\$ <input type="text"/>

Memo _____	_____
AH	

Writing a Check

Example #3

You are paying a utility bill to Any City, USA for \$125.

Fill out the check below signing your name and using today's date.

Date _____	
Pay to the order of _____	\$ <input type="text"/>

Memo _____	_____
AH	

Example #4

You are paying for groceries at Food for All. The cost is \$79.86.

Fill out the check below signing your name and using today's date.

Date _____	
Pay to the order of _____	\$ <input type="text"/>

Memo _____	_____
AH	

Blank Practice Checks

Date _____

Pay to the order of _____ \$

Memo _____

AH

Date _____

Pay to the order of _____ \$

Memo _____

AH

Date _____

Pay to the order of _____ \$

Memo _____

AH