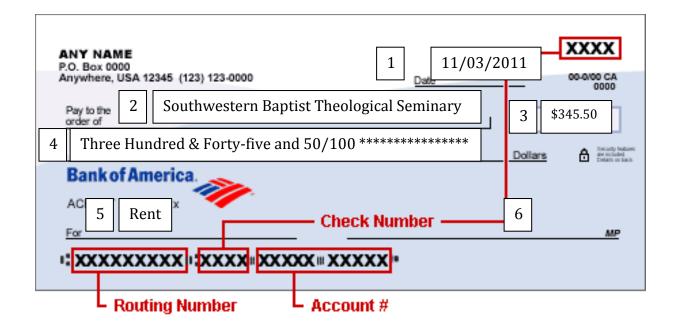
Instructions for Check Writing in the United States

The following items correspond with the numbers located on the sample check image.

Only use PENS when writing checks, NOT pencils!

- 1. Fill in the Date that you are writing the check.
- 2. Fill in "Pay to the Order of" with the person or organization of which will be receiving this check. (e.g a business, a person, school, etc.)
- 3. Write in the **numeric amount** of the check in this box.
- 4. On the line, spell out the amount of which you are making the check. Give the exact dollar amount and the cents (see example).
- 5. The "For" line allows you to indicate what the check is for (rent, tuition, groceries, etc.).
- 6. Sign your name above the line.



Modified November 2011 ~ DY