

Writing Checks

It is important to learn to write checks correctly. Here's how to do it:

1. Always write checks in ink that cannot be erased.
2. Write the check number where it says "No." (number).
3. Fill in the date.
4. Write the name of the person or company to whom you are writing the check where it says "Pay to the order of. . .".
5. Write the amount of money in numbers (\$14.98) and words (Fourteen and 98/100 dollars).
6. Sign your name.

Directions: Complete each check below using the directions given above. Use today's date.

1. Write check #1 to Mary Williams for \$23.98.

	No. _____
	_____ 19 ____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
JACKSON Bank	
Memo _____	

2. Write check #2 to Food Center for \$45.68.

	No. _____
	_____ 19 ____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
JACKSON Bank	
Memo _____	

Writing Checks and Deposit Slips

Directions: Using the amounts of money given, complete the checks and deposit slips below. Use today's date and your own signature.

1. Deposit
\$35.00
in cash and
checks for
\$11.95, \$35.80,
and \$139.92.

DEPOSIT TICKET		
NAME _____	CASH	DOLLARS CENTS
DATE _____ 19 ____	1	
	2	
	3	
	4	
	5	
TOTAL FROM OTHER SIDE		
TOTAL		
JACKSON Bank		
Acct. No. _____		

USE OTHER SIDE FOR
ADDITIONAL LISTING

BE SURE EACH ITEM IS
PROPERLY ENDORSED

2. Write
check #3
to Miller's
Auto Parts
for \$49.85.
Use today's
date.

No. _____	
_____ 19 ____	
PAY TO THE ORDER OF _____	\$ _____
_____ DOLLARS	
JACKSON Bank	
Memo _____	

3. Write
check #4
to Musicland
Records for
\$25.90. Use
today's date.

No. _____	
_____ 19 ____	
PAY TO THE ORDER OF _____	\$ _____
_____ DOLLARS	
JACKSON Bank	
Memo _____	

Writing Checks and Deposit Slips

Directions: Using the amounts of money given, complete the checks and deposit slips below. Use today's date and your own signature.

1. Write check #5 to Lindsey's Clothing Bin for \$75.18.

No. _____
_____ 19 ____
PAY TO THE ORDER OF _____ \$ _____ _____ DOLLARS
JACKSON Bank
Memo _____

2. Deposit \$85.00 in cash and 4 checks for \$16.90, \$45.18, \$5.00, and \$18.45.

DEPOSIT TICKET																										
NAME _____	DATE _____ 19 ____	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 20%;">CASH</th> <th style="width: 20%;">DOLLARS</th> <th style="width: 20%;">CENTS</th> </tr> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td colspan="3">TOTAL FROM OTHER SIDE</td></tr> <tr><td colspan="3">TOTAL</td></tr> </table>	CASH	DOLLARS	CENTS	1			2			3			4			5			TOTAL FROM OTHER SIDE			TOTAL		
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JACKSON Bank																										
Acct. No. _____																										

USE OTHER SIDE FOR
 ADDITIONAL LISTING

 BE SURE EACH ITEM IS
 PROPERLY ENDORSED

3. Write check #6 to Owen's Sport Shop for \$35.90.

No. _____
_____ 19 ____
PAY TO THE ORDER OF _____ \$ _____ _____ DOLLARS
JACKSON Bank
Memo _____