General Check Writing Instructions

1. **Checking Number.** Every check in your checking book will have a unique number. The purpose of this is so you can track your checks and balance your account, something we will discuss below.

2. **Date.** This is where you fill in the date that you are writing the check. Several variations of dates are acceptable including: January 1st, 2013, 1/1/13, or Jan. 1, 2013.

3. **Bank identification code.** These numbers are specific to your bank and are used by other banks when a check is deposited so they know where it’s coming from.

4. **Pay to The Order Of.** Here is where you write the name of the person or organization that you’re writing the check to. For example, if you’re writing a check to your brother Wilson McClain, you would put his full name here. Make sure to accurately write the name of the person or organization you’re writing the check to or they won’t be able to deposit the check.

5. **Declare the amount of the check.** Writing in the total you are paying someone. For example, if you were writing a check for five hundred dollars you would put $500.00.

6. **Clearly print or write the check amount.** You want to use words for the dollars and cents. Example, for $500 use “Five Hundred Dollars and Zero Cents”.

7. **The memo is optional,** but it can serve as good reminder. As an example, if you’re paying your rent you may want to put “rent” and the date or month the rent is for.

8. **Sign the check with your name.** Without a valid signature of the check holder another bank won’t accept the check. The back of the check is where the payee will sign there name before depositing the check.

9. **This is the bank routing number.** This helps the depositing bank identify the bank the check is coming from.

10. **This is your unique account number.** When the depositing bank send the request to your bank for the withdrawal it will tell your bank which account the money is coming from.

11. **Check number.** This is simply your checking number displayed again, the same as seen in #1.
General Check Writing Instructions

Pay by check to Stevens Institute of Technology

Fourteen Thousand Five Hundred Twelve and 74/100------------------------

ID: 106-55-888