**How to Write a Check**

**Check Anatomy**

1. **MAKER** – Person/business who writes the check – the name will be printed on the check
2. **PAYEE** – Person/business to whom the check is written
3. **LEGAL AMOUNT** – the amount written in words (be sure to draw a line after the words!)
4. **“FOR LINE”** – why you wrote the check, other info
5. **ROUTING NUMBER**
6. **ACCOUNT NUMBER**
7. **SIGNATURE LINE**
8. **WRITTEN AMOUNT** – the amount written in numbers
9. **CHECK NUMBER** – on both the upper right corner and the bottom
10. **DATE** – the date the check is written MM/DD/YY

- Never write a blank check (a check that you signed but doesn’t indicate amount or money)
- Never leave your check in a unsecure location
- Never give out your account and/or routing number to people you do not trust