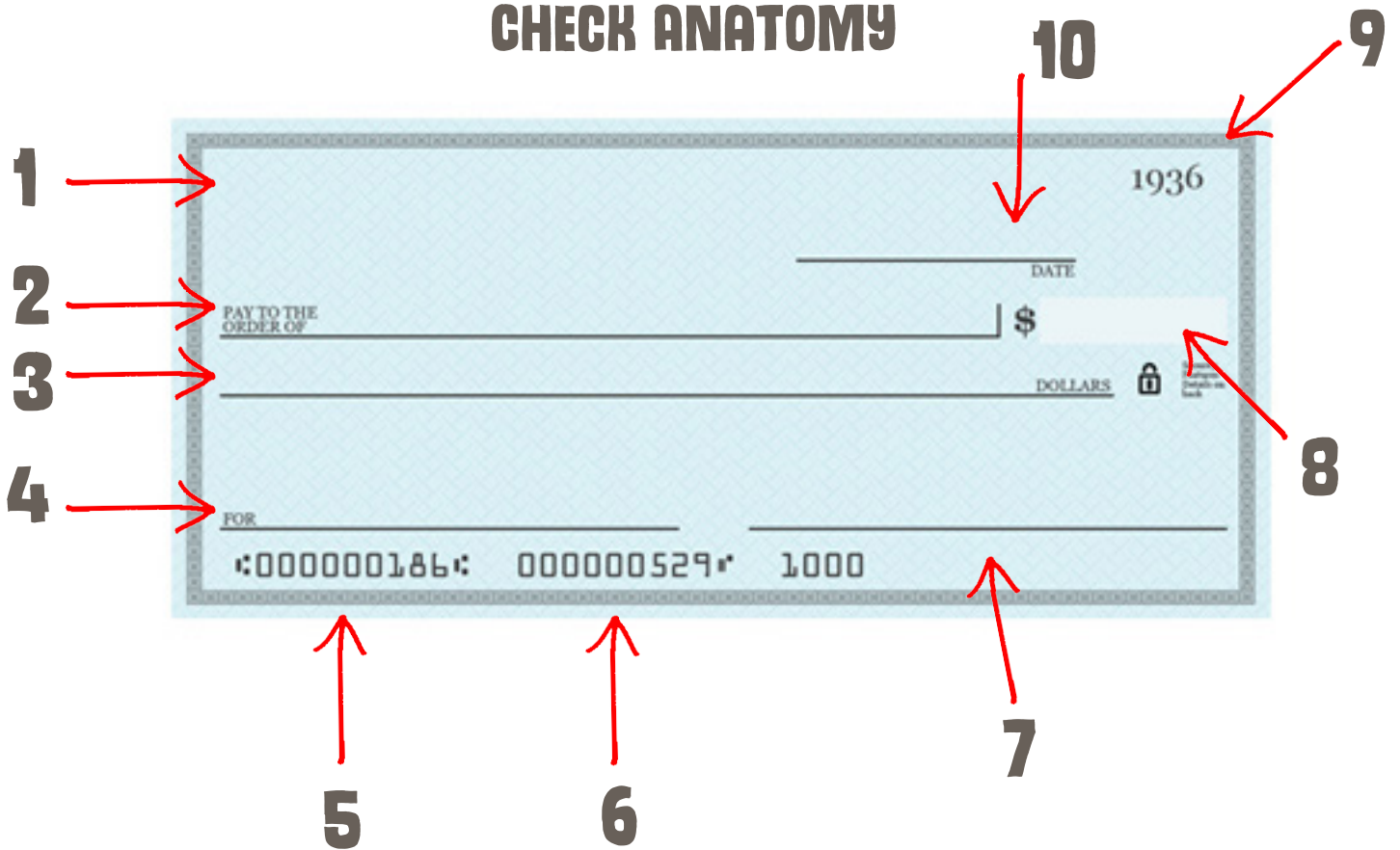


HOW TO WRITE A CHECK

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



International Student Life

Student Affairs

UNIVERSITY OF GEORGIA