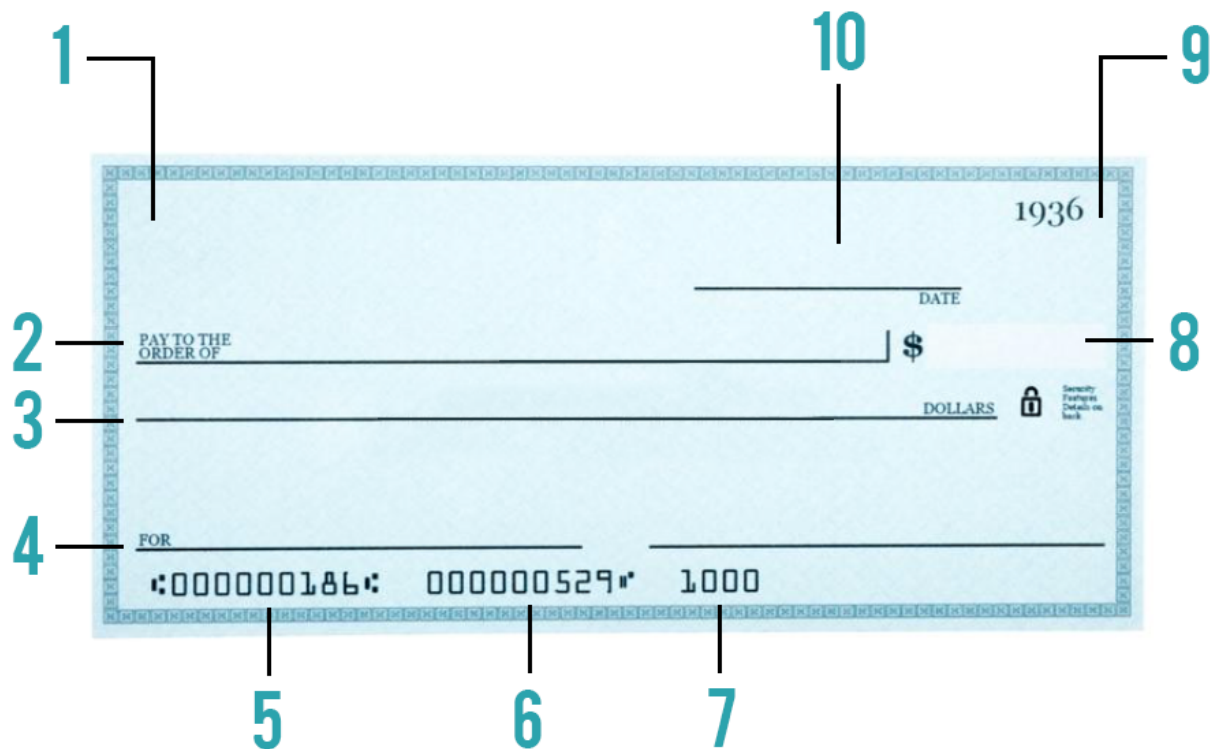


How to Write a Check



1. **Maker** - Person/business who writes the check - the name will be printed in the back
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 bottom
10. **Date** - The date the check is written MM/DD/YY

IMPORTANT:

- Never write a blank check (a check that you signed but doesn't indicate amount of money)
- Never leave your checks in a unsecured location
- Never give out your account and/or routing number to people you don't trust