A Guide to Checks

 For each 'boxed' number on the check below, you'll find a short description.

**1. Personal information** about the account owner
**2. Payee line**. Who the check is payable to - (print)
**3. The dollar box**. The amount of the check in numerical format
**4. The amount of your check** written out using words instead of numbers (print)
**5. Memo line** for an unofficial note
**6. Date line**
**7. Signature line (cursive)**
**8. Your bank’s contact information** and/or logo
**9.**[**Your**](https://flow.dotdash.com/#/flow-project/902) **bank's routing number (each bank has a different number)**
**10. Your account number** at your bank
**11. Check number** (note that this appears in two places)



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1. Is this a business or personal check? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How do you know? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What is the amount of the check? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Who is the 'owner' of this checking account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What is the check number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Who is the check written to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What date was this check written? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. If the Electric Company tried to cash this check today, would they be allowed? Yes or No (circle one)

 Why or why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



1. How many checks is this person depositing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What is/are the amount of the check(s) being deposited? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How much 'cash' is this person depositing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How much cash back does this person want? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How much will be deposited into this person's checking account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. If this person did NOT want cash back, would they still sign the deposit slip/ticket? Yes or No (circle one)