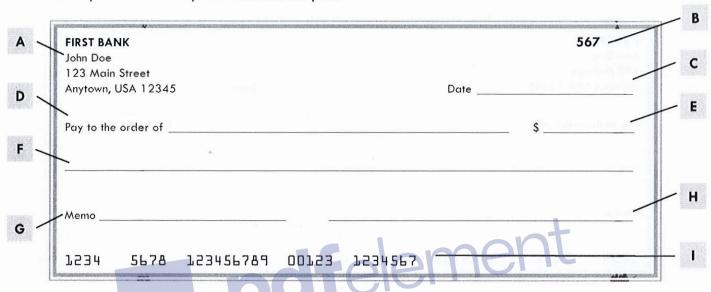
## Sample Personal Check

Personal checks come in many different colors and designs, but they all include the same basic information. Here's a look at the features you'll find on every check, including directions on how to fill out each item correctly. When you fill out a check, always write clearly and use an ink pen.



- A. Your name and address
- B. The check number, which is different for each check.
- C. The date you are writing the check. You can write in words or numbers, but be sure to include the year.
- D. The name of the person or company you are writing the check to. This is called the payee.
- E. The amount of the check in numbers, such as \$75.25. Write the numbers close to the dollar sign (\$) so there's no room for anyone to add extra numbers.
- F. The amount of the check in words. Starting at the far left, write the dollar amount followed by the word and, then the amount of cents over the number 100. (For example: Seventy-five and 25/100.) Draw a line through any space left on the line.
- G. The reason for the check, or any information requested by the payee. For example, if you're writing a check to the phone company, you would write your account number here
- H. Your signature, which should always be written the same way.
- I. Numbers that identify the bank, your account, and the check number.

#### Remove Watermark No

### **Blank Personal Check**

Make out the check below to cover the expense on the chance card you received. Remember to write clearly and use a pen. If you need to start again, write VOID in large letters across the check and start again with the second check below.

FIRST BANK	568
John Doe	
123 Main Street	
Anytown, USA 12345	Date
Pay to the order of	\$
	*
Memo	
1234 5678 123456789 001	123 1231114
7534 3810 753438101 001	163 1294

FIRST BANK	(						569
Iohn Doe							
123 Main St	treet						
Anytown, US	SA 12345				Date		F = 1
ay to the o	rder of _	11			L s	\$	
	1						
Nemo							
1234	5678	123456789	00753	1234569			

#### **Chance Cards**

You and a few friends are plan- ning a graduation cookout. You spend \$35.23 at the Green Grocery on burgers and sodas.	Your brother, Sam Smith, lent you his car for the day. After a fender bender, you pay him \$192.55 to reimburse him for the damage.	
You and your friends head to the theme park Moose Mountain on Saturday. You buy a t-shirt for \$15.42.	You have to pay State University \$150.00 to cover lab fees for the fall semester chemistry class.	
You've got a terrible summer cold and stop at Town Drugs for some medicine and nose drops. (\$9.88.)	You're helping your friend move and you pull over at Quik-Stop to fill up the car for \$27.43.	
You just got a great new haircut at Do or Dye for \$45.00 (including tip).	Your new roommate, Chris Jones, bought the matching sheets and comforters the two of you picked out together. Reimburse your roommate \$48.71 for your set.	
You buy the portable stereo for your dorm room. It was on sale, only \$102.67 at Music Now.	At the July 4th Festival, you donate \$15.00 to Green Streams, an organization working to clean the waterways in your area.	
Your just bought your friend a new CD for her birthday. You found it for \$14.58 at Town Tunes.	You buy a cool sweatshirt for your new university — on sale at Sports Gear for \$21.72.	

(Make copies as needed) You will handow two cards to each student. They will use these on the formative or quick check for check writing. - Sample Personal Check Activity

# These will be different for each, Example Blank Personal Check

Make out the check below to cover the expense on the chance card you received. Remember to write clearly and use a pen. If you need to start again, write VOID in large letters across the check and start again with the second check below.

TO THE RESIDENCE OF THE PROPERTY OF THE PROPER	
FIRST BANK	568
John Doe	
123 Main Street	E 22 10
Anytown, USA 12345	Date 5-23-19
Pay to the order of Music Now	\$ 102.67/xx
One hundred - two and 67/05	
Memo portable sterio	
1234 5678 123456789 00123 1234568	

FIRST BANK John Doe 123 Main Street Anytown, USA 12345	I pdfelel	Date 5-23-19
	Quik-Stop Seven and 43/100	s_27.43/xx
Memo gas in		
1234 5678	123456789 00123 1234569	