

## 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** FIRST BANK  
John Doe  
123 Main Street  
Anytown, USA 12345

**B** 567

**C** Date \_\_\_\_\_

**D** Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

**E** \_\_\_\_\_

**F** \_\_\_\_\_

**G** Memo \_\_\_\_\_

**H** \_\_\_\_\_

**I** 1234 5678 123456789 00123 1234567

- 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.

## 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.

<b>FIRST BANK</b>	<b>568</b>
John Doe 123 Main Street Anytown, USA 12345	Date _____
Pay to the order of _____	\$ _____
Memo _____	
1234 5678 123456789 00123 1234568	

<b>FIRST BANK</b>	<b>569</b>
John Doe 123 Main Street Anytown, USA 12345	Date _____
Pay to the order of _____	\$ _____
Memo _____	
1234 5678 123456789 00123 1234569	

## Chance Cards

<p>You and a few friends are planning a graduation cookout. You spend \$35.23 at the Green Grocery on burgers and sodas.</p>	<p>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.</p>
<p>You and your friends head to the theme park Moose Mountain on Saturday. You buy a t-shirt for \$15.42.</p>	<p>You have to pay State University \$150.00 to cover lab fees for the fall semester chemistry class.</p>
<p>You've got a terrible summer cold and stop at Town Drugs for some medicine and nose drops. (\$9.88.)</p>	<p>You're helping your friend move and you pull over at Quik-Stop to fill up the car for \$27.43.</p>
<p>You just got a great new haircut at Do or Dye for \$45.00 (including tip).</p>	<p>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.</p>
<p>You buy the portable stereo for your dorm room. It was on sale, only \$102.67 at Music Now.</p>	<p>At the July 4th Festival, you donate \$15.00 to Green Streams, an organization working to clean the waterways in your area.</p>
<p>You just bought your friend a new CD for her birthday. You found it for \$14.58 at Town Tunes.</p>	<p>You buy a cool sweatshirt for your new university – on sale at Sports Gear for \$21.72.</p>

(make copies as needed) You will handout 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.

**FIRST BANK** 568  
John Doe  
123 Main Street  
Anytown, USA 12345 Date 5-23-19

Pay to the order of Music Now \$ 102.<sup>67</sup>/<sub>100</sub>xx

One hundred - two and <sup>67</sup>/<sub>100</sub>

Memo portable stereo [Signature]

1234 5678 123456789 00123 1234568

**FIRST BANK** 569  
John Doe  
123 Main Street  
Anytown, USA 12345 Date 5-23-19

Pay to the order of Quik-Stop \$ 27.<sup>43</sup>/<sub>100</sub>xx

Twenty - Seven and <sup>43</sup>/<sub>100</sub>

Memo gas in car [Signature]

1234 5678 123456789 00123 1234569