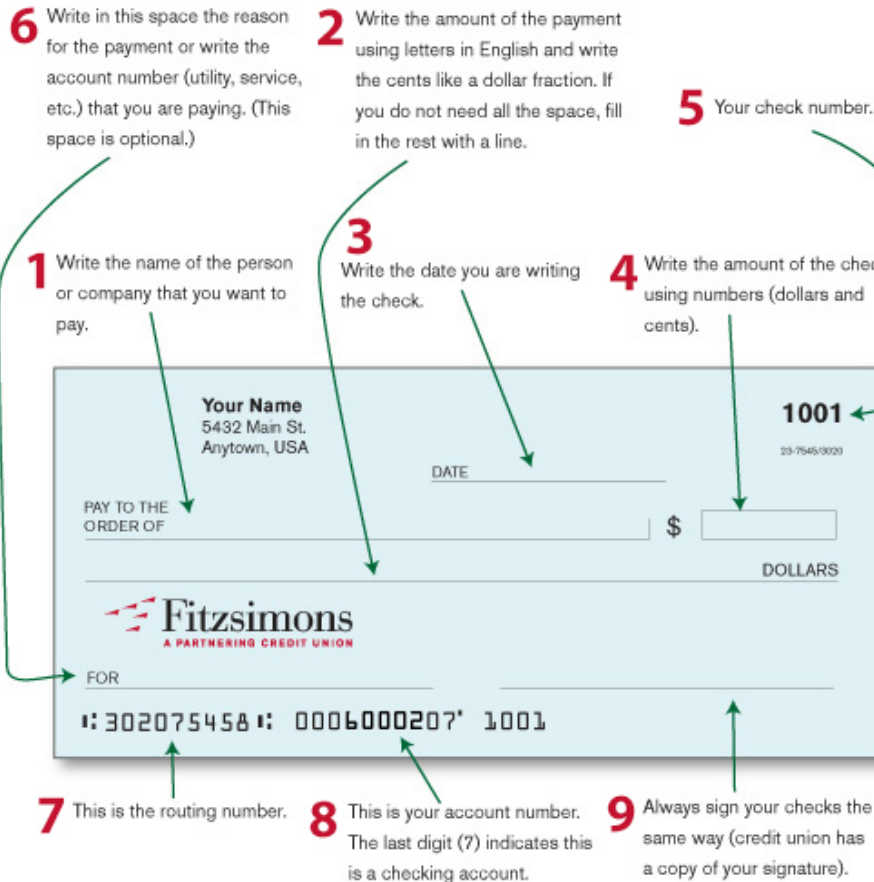


Your Guide to Writing a Check



Your Guide to Writing Checks

1. In the "Pay to the order of" section write the name of the person or company that you want to pay.
2. Under the "Pay to the order of section" write the amount of the payment using letters in English and write the cents like a dollar fraction. If you do not need all the space, fill in the rest with a line. Ex: "One hundred _____"
3. Write the date you are writing the check.
4. In the box by the \$ sign, write the amount of the check using numbers (dollars and cents). Ex: "100.00"
5. In the top right corner, you will find your check number.
6. In the "For" section, write the reason for the payment or write the account number (utility, service, etc.) that you are paying. (This space is optional.)
7. In the bottom left section, you will find the routing number of the financial institution.
8. On the right side of the routing number you will find your account number. The last digit (7) indicates that this a checking account.
9. Towards the bottom right section, you will find the signature line. Always sign your checks the same way. (Your credit union has a copy of your signature on file).