What is a check and How to write a check→

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                                                      ┌──────────┐
Your Name                                             │  1001    │
123 Main St.                                          └──────────┘
Anyplace, CA  955555

                                            DATE    STEP 1  _____

PAY TO THE
ORDER OF        STEP 2  _____  $ ┌ STEP 3 ┐
                        STEP 4  _____        DOLLARS

MY BANK
456 Money St.
Anywhere, CA  95555

MEMO    STEP 6  _____            STEP 5  _____

:123456789:    78510051100"1001
```

Check --- A written transaction authorizing the transfer of money from a bank or credit union account to another person or organization.

Writing a Check --- A check is a legal document that must be filled in correctly; otherwise, the bank or other businesses may refuse to accept it as payment.
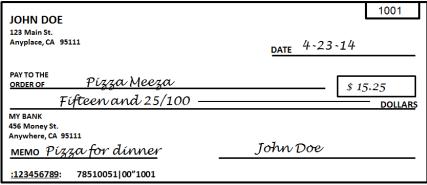**Follow these basic steps when writing a check**:

Step 1) Write today's date in the upper right hand corner.

Step 2) Write the name of the person or company receiving the check on the line "Pay to the Order Of".

Step 3) Write the dollar amount in numbers in the box next to the dollar sign (e.g. $175.30)

Step 4) Write the same amount using words for the whole dollar amounts and a fraction for the cents on the line ending with the word "Dollars".   Draw a straight line to fill up any remaining space on the line (e.g., One hundred seventy five and 30/100 --------------------------- Dollars)

Step 5) Sign your first and last name on the signature line on the lower right side.

Step 6) Use the Memo line to write information regarding a payment (e.g., write in the account number for a credit card bill or cell phone bill). You can also write on this line any special notes.

What are those "funny numbers" on the bottom left corner?

- The 1st set of numbers (123456789:) are check routing numbers --- they are read by high speed check-processor machines to move the check quickly (e.g. from your bank to the store's bank)
- The 2nd set of numbers (78510051100) is your bank account number. This is used to properly route the check back to your account.
- The 3rd set of numbers (1001) is the check number. It is also printed in the top right hand corner of the check.

Sample filled in check →

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                                                      ┌──────────┐
JOHN DOE                                              │  1001    │
123 Main St.                                          └──────────┘
Anyplace, CA  95111
                                        DATE   4-23-14  _____

PAY TO THE
ORDER OF     Pizza Meeza  _____    $ 15.25
             Fifteen and 25/100  _____    DOLLARS

MY BANK
456 Money St.
Anywhere, CA  95111

MEMO  Pizza for dinner          John Doe  _____

:123456789:    78510051|00"1001
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