

"YOUR BANK & YOU"

Parts of a Check

① I. M. STUDENT 3-88 ② ③ 19 ④ 426 ⑤
1234 MOUNTAIN DR. 00-5678/1234 ⑥
ANYWHERE, U.S.A. 12345
Pay to the order of ⑦ \$ ⑧
⑨ Dollars
Rocky Mountain Bank Note ⑩
ANYWHERE, U.S.A. 54321
For ⑪ ⑫
⑬ 1234567891 ⑭ 123456780 ⑮
Rocky Mountain Bank Note Rainbow Write

- ① Name, address and phone number of account holder.
- ② Month and year the account was opened.
- ③ Date check the day it is written.
- ④ Enter the name of the payee (the person or company to whom the check is written).
- ⑤ The amount of check in numerals. Write as close to the \$ as possible.
- ⑥ Write the amount of check in words, filling in any leftover space with a line. Remember--if there is a question about the amount, this is the figure the bank will use.
- ⑦ This line is for making notes, i.e. lunch money, hair cut, account numbers, etc.
- ⑧ Sign the check exactly the same way as appears on the signature card (filled out when the account was opened). Your signature is the personal way you write your name.
- ⑨ Your bank name and address.
- ⑩ Checks come pre-numbered. Make sure this number is the same one you record in your register.
- ⑪ This is the ABA (American Bankers Association) number. It helps locate your bank among all others in the country.
- ⑬ This MICR (magnetic ink character recognition) encoding describes your bank, location and account number. It is also used to post debits and credits to your account.