

Personal Management Merit Badge

Check Writing Exercise

Step 1: Enter the date

Step 2: "Pay to the Order of" is who you are writing the check to (who gets the money)

Step 3: Enter the amount after the \$ sign. It's best to write the cents as a superscript (\$9.²⁴)

Step 4: Spell out the amount; draw a line to "Dollars" to fill up the space (Nine and 24/100-----)

Step 5: The memo is optional (for your use)

Step 6: Sign the check

| | | |
|--|--------------------------------------|-------------|
| JOE E. SCOUT Front Street Pemberville, OH 43450 | 1234 <i>Date</i> _____ | |
| <i>Pay to the Order of</i> _____ | \$ _____ | |
| _____ <i>Dollars</i> | | |
| First National Bank of Lincoln 1405 Touchdown Street Lincoln, Nebraska 68005 | | |
| Memo _____ | | |
| 234945980 | 68113245 | 1234 |

| | | |
|--|--------------------------------------|-------------|
| JOE E. SCOUT Front Street Pemberville, OH 43450 | 1235 <i>Date</i> _____ | |
| <i>Pay to the Order of</i> _____ | \$ _____ | |
| _____ <i>Dollars</i> | | |
| First National Bank of Lincoln 1405 Touchdown Street Lincoln, Nebraska 68005 | | |
| Memo _____ | | |
| 234945980 | 68113245 | 1235 |