

# HOW TO: Read & write a check

HERE ARE SOME REASONS YOU'LL NEED TO WRITE A CHECK: RENT DEPOSIT, FRATERNITY AND SORORITY DUES, VISAS, AND MORE. **BROUGHT TO YOU BY PNC BANK.**

The diagram shows a PNC check with the following fields and callouts:

- 1**: DATE
- 2**: PAY TO THE ORDER OF
- 3**: \$ (Amount in numerals)
- 4**: FOR (Amount in words)
- 5**: (Signature line)

Additional details on the check include the PNC logo, account number 1811, and a security icon with the text "SECURITY FEATURES DETAILS ON THE BACK".

**STEP 1:** Fill in the date.

**STEP 2:** Write the full name of the recipient, **NO** nicknames or acronyms. If unsure of names, write "CASH", but that means **anyone can cash it!**

**STEP 3:** Write out in numerals the **exact amount you owe** with decimals.

**OPTIONAL:** Write a memo so you know what the check is for.

**STEP 4:** Write out **amount paid** in words. Be sure to express the amount of cents (either a fraction or a cap) to prevent someone from adding more to the check.

**STEP 5:** Sign your name, otherwise the check is **invalid!**