

Writing Checks.

Filling out a check for the first time or for the first time in a while? You might have questions, such as where to sign and how to write a check with cents. While you might not write many checks, it's still an important skill to have.

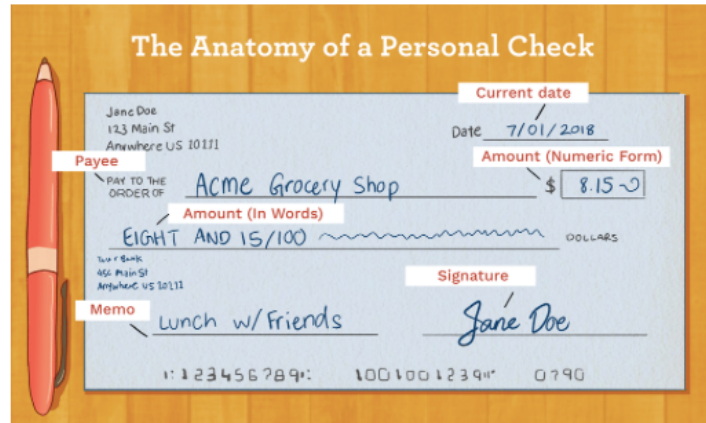
STEP 1: DATE THE CHECK

In the top right-hand corner, write today's date, including the year. This step is important for record-keeping and auditing purposes.

STEP 2: WHO IS THE CHECK FOR?

The next line on the check, "Pay to the order of," is where you write the name of the person or company you want to pay.

For checks to the NIC, write: North American Interfraternity Conference.



STEP 3: WRITE THE PAYMENT AMOUNT IN NUMERALS

- There are two spots on a check where you write the amount you are paying. First, you'll need to write the dollar amount numerically (for example: \$130.45) in the small box on the right.
- Be sure to write this clearly so the bank can accurately subtract this amount from your account.

STEP 4: WRITE OUT THE PAYMENT AMOUNT IN WORDS

- On the line below "Pay to the order of," write out the dollar amount in words to match the numerical dollar amount you wrote in the box.
 - For example, if you are paying \$130.45, you will write "one hundred thirty and 45/100." The word "dollars" is already included in most checks so you do not need to repeat it.
 - For an amount with cents, be sure to put the cents amount over 100 in a fraction format.
 - If the dollar amount is a round number, still include "00/100" for clarity.
- Writing the dollar amount in words is important for a bank to process a check as it confirms the correct payment total.

STEP 5: WRITE A MEMO

- Filling out the line that says “Memo” helps the receiver know what the check is for.
For checks to the NIC, write your campus name and/or invoice number.

STEP 6: SIGN THE CHECK

- Sign your name on the line at the bottom right-hand corner using the signature you used when you opened the checking account.
- This shows the bank that you agree that you are paying the stated amount and to the correct payee.

1001
09-765/432
____ 20 ____
PAY TO THE ORDER OF _____ \$
____ DOLLARS
MEMO _____
⑆ 123456789⑆ 0987654321⑆ 1001⑆

IMPORTANT NOTES:

- Make it permanent: Write in **pen**, not pencil – black or blue ink is best.
- Write **clearly** and in print as much as possible.
- **Do not write on the back** of the check. That is reserved for the bank.

Advancing fraternity.

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community on campus and provide interfraternal leadership and positive change. nicfraternity.org/ifcsop

