

# Troop 1018 Personal Management Merit Badge Workshop

## "How to Write A Check" Exercise

In this exercise we'll practice writing checks.

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.<sup>24</sup>)

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

|  |                             |
|--|-----------------------------|
| <b>JOE E. SCOUT</b>  | <b>1234</b>                 |
| 2121 Cornhusker Highway<br>Reston, VA 22090  | Date _____                  |
| <i>Pay to the<br/>Order of</i> _____   | \$ _____                    |
| _____  | Dollars                     |
| First National Bank of Lincoln<br>1405 Touchdown Street<br>Lincoln, Nebraska 68005 |                             |
| Memo _____   | _____                       |
| <b>234945980</b>   | <b>68113245</b> <b>1234</b> |

|  |                             |
|--|-----------------------------|
| <b>JOE E. SCOUT</b>  | <b>1234</b>                 |
| 2121 Cornhusker Highway<br>Reston, VA 22090  | Date _____                  |
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