

**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 (\$9.²⁴)
 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 2121 Cornhusker Highway Reston, VA 22090	1234
Date _____	
<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 2121 Cornhusker Highway Reston, VA 22090	1234
Date _____	
<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	