



EMORY UNIVERSITY

How To Write a Check

1. Current date: Write this near the top right-hand corner. **Use today's date.**

2. Payee: On the line that says "Pay to the order of," write the name of the recipient you're paying. **Use Emory University.**

3. Amount (Numeric Form): Write the amount of your payment in dollars and cents in the box on the right-hand side.

4. Amount (In Words): Write out the amount using words to avoid fraud and confusion.

5. Memo (or "For"): This is a note line to write what the check is for. **Write your full name and 7-digit student ID #**

6. Signature: Sign the check legibly, in pen, on the line in the bottom-right corner.

5719

1. Current Date

DATE: JANUARY 1, 2021

2. Payee

PAY TO THE ORDER OF: **Emory University**

3. Amount (Numeric Form)

\$ 1,240.00

4. Amount (In Words)

One Thousand Two Hundred Forty and 00/xx DOLLARS

5. Memo/For

MEMO: **Gregory Dooley - 0022365**

6. Signature

Gregory Dooley

Security Features Detailed on Back.

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