

Check Writing Practice Worksheet

Learn to fill out a check correctly with labeled templates and practice exercises. Print this page (Ctrl+P) or save as PDF.

Last updated March 2026

How to Write a Check in 6 Steps

Date: Write today's date in the top-right corner (e.g., March 27, 2026).

Pay to the Order of: Write the name of the person or company you are paying.

Amount (numbers): Write the dollar amount in the box using numbers (e.g., \$150.00).

Amount (words): Write the same amount in words on the long line (e.g., "One hundred fifty and 00/100"). Draw a line to fill any remaining space so no one can add to the amount.

Memo: Optional. Write what the payment is for (e.g., "March rent").

Signature: Sign your name. The check is not valid without your signature.

Labeled Check Template

PRACTICE ONLY - NOT A REAL FINANCIAL DOCUMENT		1001
Practice Bank of Anytown		
		① Date: _____
② Pay to the Order of: _____	③ \$	
④ _____	Dollars	
⑤ Memo: _____	⑥ Signature: _____	
⑆ 999999999 ⑆ 1234567890 ⑆ 1001		

Practice Exercises

Use the blank check templates below to complete each exercise.

Exercise 1: Write a check to "City Electric Company" for \$87.50 for your March electricity bill. Today's date.

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1002

Practice Bank of Anytown

Date: _____

Pay to the Order of: _____ \$

_____ Dollars

Memo: _____ Signature: _____

⑈ 999999999 ⑈ 1234567890 ⑈ 1002

Exercise 2: Write a check to your landlord "Pine Street Properties" for \$1,200.00 for April rent.

PRACTICE ONLY - NOT A REAL FINANCIAL DOCUMENT

1003

Practice Bank of Anytown

Date: _____

Pay to the Order of: _____ \$

_____ Dollars

Memo: _____ Signature: _____

⑈ 999999999 ⑈ 1234567890 ⑈ 1003

Exercise 3: Write a check to "Dr. Sarah Kim" for \$45.00 for a dental co-pay. Write "dental visit 3/15" in the memo.

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1004

Practice Bank of Anytown

Date: _____

Pay to the Order of: _____ \$

_____ Dollars

Memo: _____ Signature: _____

⑆ 999999999 ⑆ 1234567890 ⑆ 1004

Important Check-Writing Tips

Always use a pen (not pencil) to prevent changes.

Write neatly and avoid leaving blank spaces where someone could alter the amount.

Keep a record of every check you write (check number, date, payee, amount).

Never sign a blank check.

If you make a mistake, write "VOID" across the check and start a new one.