

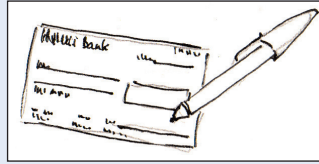
2. Banks

2.10 How to Write Cheques

Where to write what. In what order.
How to keep records. Potential problems.

Cheque books are the size of a long thin envelope.

After you have written your **cheques**, they can be torn out of the book along a perforated line.



Most cheques look like this:

“Account payee”: means this cheque can be paid only into the account of the person/company you write it to: make sure that you ask your bank for “pre-crossed” cheques.

Sort code for your bank

| | | | | |
|--|-----------------------|----------------------------|---|--|
| Bank's Name | | | 00-00-00 | |
| Address of Bank | | | Date _____ | |
| Pay <i>Write here the name of the person or company to whom you are writing the cheque</i> | | A/C Payee | £ <i>Write the amount in figures here</i> | |
| <i>Write the amount in letters here</i> | | | | |
| Your Name | | | | |
| Cheque No. 000001 | Sort Code 00-00-00 | Account Number 00000000 | <i>Sign your name here</i> | |

In the UK, dates are written in day, month year order. In the USA, write in month, day, year order.

The number in your cheque book of this individual cheque

Code for your bank

Number of your account from which the amount on this cheque will be taken