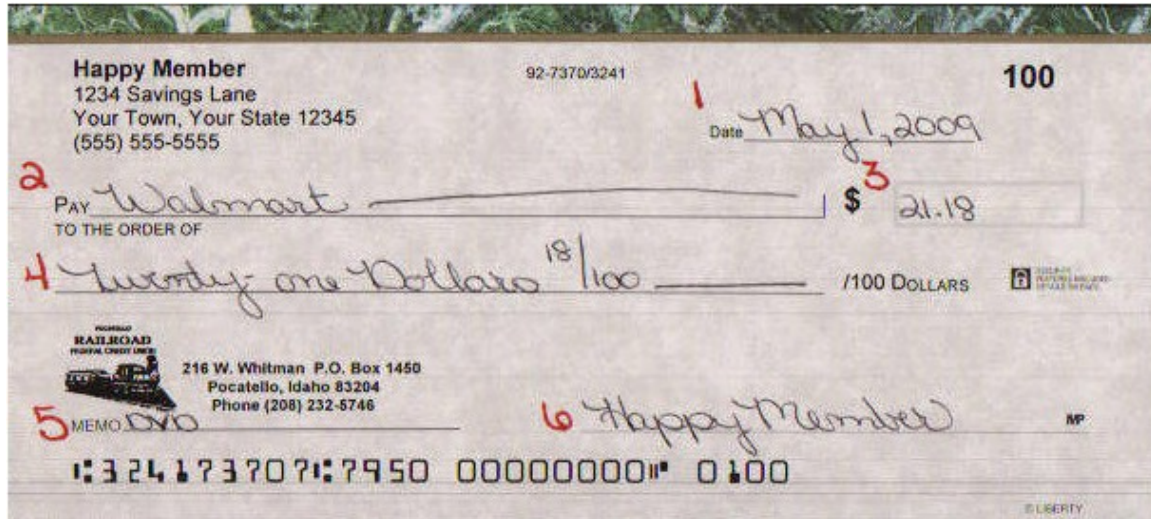


The basics of every share draft (or check) are the same. They come in a countless number of styles and colors but they all have the same basic layout. Below is how to properly fill out a share draft check.



- 1. Write in the correct date and year.**
You can write the month in words, numbers, or abbreviations. Even if you put a later date on a check (post-date), it can be deposited for a payment right away.
- 2. Write in the name of the person (or business) the check is being made to.**
Write plainly and accurately. Draw a line after the name to prevent someone else from adding other names.
- 3. Carefully write the amount of the check in numbers.**
Make sure the figures are as close to the dollar sign as possible – this makes it hard to change the amount by inserting a number.
- 4. Write the dollar amount in words starting at the extreme left.**
This makes it more difficult to alter the amount of the check. Draw a line through any remaining space after the amount.
- 5. Fill in the “Purpose” of “For” line.**
So you’ll have a record of why you wrote the check.
- 6. Sign your name legibly in pen and always sign the same way.**
Write your signature without leaving an impression of it on other checks in the book.