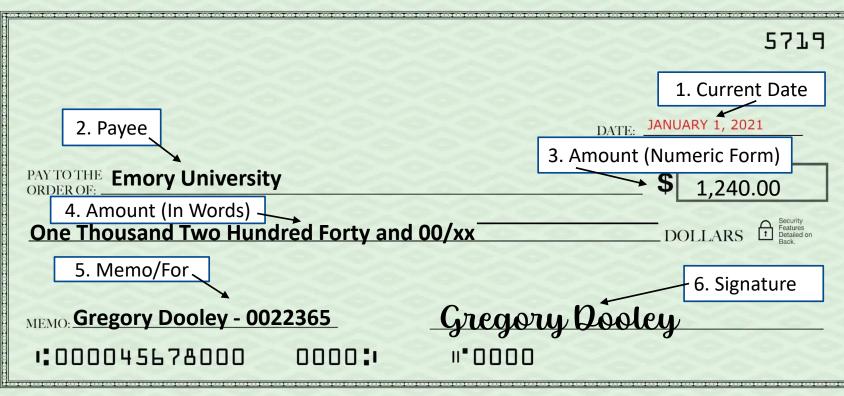


## How To Write a Check



**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.