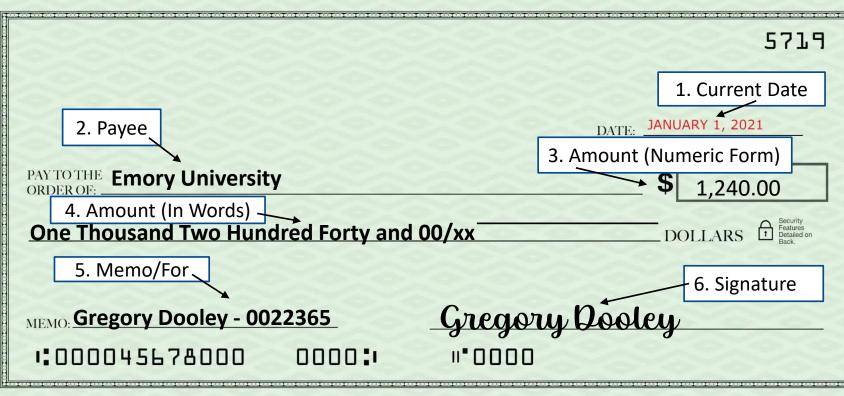


How To Write a Check



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.