## Exercise 2

## Writing a Check

John Smith 123 Main Street Anytown, MN 55555		Date	1	4453
Pay to the order of	2			\$ 3
	4			Dollars
Memo <u>6</u>			5	

- 1. Where should John write the date?
  - a. on line 1
  - b. on line 2
  - c. on line 3
  - d. on line 4

John Smith 123 Main Street Anytown, MN 55555		Date	1	4453
Pay to the order of	2			\$ 3
	4			Dollars
Memo <u>6</u>			5	

- 2. Where should John amount in numbers?
  - a. on line 2
  - b. on line 3
  - c. on line 4
  - d. on line 5

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John Smith 123 Main Street Anytown, MN 55555		Date	1	4453
Pay to the order of	2			\$ 3
	4			Dollars
Memo <u>6</u>			5	

- 3. Where should John sign his name?
  - a. on line 2
  - b. on line 3
  - c. on line 4
  - d. on line 5

Mary Jones 345 North Avenue Sometown, MN 55555		Date	1	2125
Pay to the order of	2			\$ 3
	4			Dollars
Memo <u>6</u>	-		5	

- 4. Where should Mary write which company she paying?
  - a. on line 2
  - b. on line 3
  - c. on line 5
  - d. on line 6

Mary Jones 345 North Avenue Sometown, MN 55555		Date	1	2125
Pay to the order of	2			\$ 3
	4			Dollars
Memo <u>6</u>			5	

- 5. Where should Mary write what the check is paying for?
  - a. on line 2
  - b. on line 3
  - c. on line 5
  - d. on line 6

Mary Jones 345 North Avenue Sometown, MN 55555		Date	1	2125
Pay to the order of	2			\$ 3
	4			Dollars
Memo 6	_		5	

- 6. Where should Mary write the amount in words?
  - a. on line 2
  - b. on line 3
  - c. on line 4
  - d. on line 5

Mary Jones 345 North Avenue Sometown, MN 55555		Date	1	2125
Pay to the order of	2			\$ 3
	4			Dollars
Memo6			5	_

- 7. Where should Mary write the amount in numbers?
  - a. on line 2
  - b. on line 3
  - c. on line 5
  - d. on line 6

Susan White 789 South Street Sun City, MN 55555		Date	1	1524
Pay to the order of	2			\$ 3
	4			Dollars
Memo 6			5	

- 8. Where should Susan sign her name?
  - a. on line 1
  - b. on line 3
  - c. on line 5
  - d. on line 6

Pay to the order of	2			<b>\$</b> 3	$\neg$
	4				_
Memo6	4		5	Doll	ars —
Whore should Susan write what the check is	e pav	ing for?			
. Where should Susan write what the check is a. on line 1	s pay	ing ioi !			

Susan White 789 South Street Sun City, MN 55555		Date	1	1524
Pay to the order of	2			\$ 3
-	4			Dollars
Memo 6	_		5	

10. Where should Susan write which company she is paying?

c. on line 5

d. on line 6

a. on line 2

b. on line 3

c. on line 5

d. on line 6