

## Exercise 3

### Writing a Check

1. Write the following check for John Smith.

The date is September 14th, 2004. He's paying the Western Telephone Company. The amount is \$75.12. This is his monthly phone bill. Sign the check for John, too.

|   |                         |             |
|---|-------------------------|-------------|
| <b>John Smith</b><br>123 Main Street<br>Anytown, MN 55555 | Date _____              | <b>4453</b> |
| Pay to the order of _____                                 | \$ <input type="text"/> |             |
| _____   |                         | Dollars     |
| Memo _____  | _____                   |             |

2. Write the following check for Mary Jones.

The date is July 6th, 2004. She's paying the Midtown apartments. The amount is \$625.00.

This is her monthly rent. Sign the check for Mary, too.

|   |                         |             |
|---|-------------------------|-------------|
| <b>Mary Jones</b><br>345 North Avenue<br>Sometown, MN 55555 | Date _____              | <b>2125</b> |
| Pay to the order of _____                                   | \$ <input type="text"/> |             |
| _____   |                         | Dollars     |
| Memo _____  | _____                   |             |

3. Write the following check for Susan White.

The date is December 18th, 2004. She's paying the Cub Foods. The amount is \$127.00.

This is for groceries. Sign the check for Susan, too.

|  |            |                      |
|--|------------|----------------------|
| <b>Susan White</b><br>789 South Street<br>Sun City, MN 55555 | Date _____ | 1524                 |
| Pay to the order of _____                                    | \$         | <input type="text"/> |
| _____  |            | Dollars              |
| Memo _____   | _____      |                      |

4. Write the following check for Andrew Williams.

The date is March 15th, 2004. He's paying Circuit City for a new TV. The amount is \$327.00.

Sign the check for Andrew, too.

|   |            |                      |
|---|------------|----------------------|
| <b>Andrew Williams</b><br>321 East Street<br>Snowtown, MN 55555 | Date _____ | 1627                 |
| Pay to the order of _____                                       | \$         | <input type="text"/> |
| _____   |            | Dollars              |
| Memo _____  | _____      |                      |

5. Write the following check for George Nelson.

The date is May 10th, 2004. He's paying the Kmart. The amount is \$37.45. This check is for a pair of jeans. Sign the check for George, too.

|   |            |                      |
|---|------------|----------------------|
| <b>George Nelson</b><br>111 Middle Road<br>Irontown, MN 55555 | Date _____ | 1274                 |
| Pay to the order of _____                                     | \$         | <input type="text"/> |
| _____   |            | Dollars              |
| Memo _____  | _____      |                      |

6. Write the following check for Taylor Wilson.

The date is August 24th, 2004. She's paying the Lincoln High School. The amount is \$45.00.

This check is for baseball equipment. Sign the check for Taylor, too.

|   |            |                      |
|---|------------|----------------------|
| <b>Taylor Wilson</b><br>555 Brown Street<br>Loon Harbor, MN 55555 | Date _____ | 1524                 |
| Pay to the order of _____   | \$         | <input type="text"/> |
| _____   |            | Dollars              |
| Memo _____  | _____      |                      |