

Check Writing Terms and Definitions

Payee: The person that receives the check.

Payor: The person that writes the check (to the payee).

Check Register: A booklet that is used to keep a record of all your checking related transactions, including checks written and deposits. This was once the main way to keep track of spending related to your checking account. Now, people often use online banking to review and keep track of balances and spending.

Check Stub: A strip on the side of some checks that is torn off. Used to keep record of the amount of the check.

Endorse a Check/Check Endorsement: When the payee signs their name on the back of a check to cash or deposit the check.

Balance: The amount of money currently in your checking account.

Non-sufficient Funds: When you write a check for more money than you have in your account. This is often associated with an overdraft fee.

Minimum Balance: The minimum amount of money required in your account. Having an amount less than the minimum balance may result in extra service charges or reduced privileges.

Service Charge: An amount the financial institution charges (fees) for use of the checking account. Some accounts have no service charge.

Time to Pay Your bills!

Directions: Water, Electric and Rent are due! Use the checks on the following page to pay your bills.

Water – Pay \$215.57 to Portland Water Bureau

Electric – Pay \$120.31 to Portland General Electric (PGE)

Rent – Pay \$550 to Parkrose Apartments

Note: You will write the amount you are writing the check for in two places. Once in the box with the dollar using numbers and a second time on the long line using expanded form (words). If it helps, practice writing the expanded numbers out on a separate piece of paper before writing them on your formal checks.

Please submit your payment to your teacher by your specified payment due date to avoid late fees.

Your bills are due on _____

Name_____

001

PAY TO THE
ORDER OF_____

\$

_____ DOLLARS



MEMO_____

[: 000000001 1112"" 2222222223||'

Name_____

002

PAY TO THE
ORDER OF_____

\$

_____ DOLLARS



MEMO_____

[: 000000001 1112"" 2222222223||'

Name_____

003

PAY TO THE
ORDER OF_____

\$

_____ DOLLARS



MEMO_____

[: 000000001 1112"" 2222222223||'