

# Checks

A checking account lets you deposit your money in a bank, earn interest on it, and have constant access to it. Banks issue depositor's checks, which work almost like cash. People write checks for the amount necessary to pay their debts. The person who receives the check signs the back (**endorses the check**), sends it to the bank, and the bank pays them that amount of money from the person's account. All banks talk to each other electronically through computers.

Checks can only be written and signed by the person whose name appears on the check. They should always be written in pen so the information cannot be changed. The following information must be written on every check: the date, the name of the person or business to be paid, the amount to be paid (in words and in numbers), and the signature of the person whose name appears on the check.

John Doe		
#1 Easy Street		
Anytown, Mo. 55555		
Date _____		
Pay to the Order of _____		
		\$
		Dollars
The American Bank		
Memo _____		
052000168 0203 000000 000		

These numbers are the check routing numbers. These numbers tell the computers that read the check where the account is located in the United States.

These numbers are the branch numbers. This tells the computer in exactly which branch of The American Bank your account is located.

The next six numbers (more or less depending upon your bank) are your account number.

Finally, the last group of numbers is your check number.