Name:_____
Date: Jan. 14, 2021

## Writing a Cheque

## Cheque #1

**Part A**

**Task:** Read and follow the instructions.

1. Use the blank cheque on the next page.
2. Write your name, address and phone number on the cheque.
3. Write tomorrow's date.
4. Write "Anderson Public School" as the payee.
5. Write a cheque for $33.00
6. Sign the cheque.
7. Write "school field trip" for the memo.

**Part B.**

**Task:** Answer the following questions.

1. What is the account number?

2. What is the cheque number?

3. What is the cheque for?

009

DATE Y Y Y Y M M D D

MY BANK

PAY TO THE ORDER OF $

DOLLARS

100

MEMO X

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# Cheque #2

**Part A**

**Task:** Read and follow the instructions.

1. Use the blank cheque on the next page.
2. Write the name Jake Knight with the address 385 Victoria Ave. and the phone number 226-809-3492
3. Write today's date.
4. Write "Best Buy" as the payee.
5. Write a cheque for $1500.99
6. Sign the cheque.
7. Write "laptop" for the memo.

**Part B.**

**Task:** Answer the following questions.

1. What is the cheque number?

2. Who is writing the cheque?

3. What the bank branch number?

012

DATE Y Y Y Y M M D D

MY BANK

PAY TO THE ORDER OF $

DOLLARS

100

MEMO X

⑈012⑈ ⑆2201⑈001⑆ 000000034901⑈