

CLB 2 **Writing** Cheques – Getting Things Done – ASSESSMENT (1)

You want to pay your telephone to Telus Canada. Your payment is due on April 18, 2021. The amount due is \$46.35. Don't forget to write your name and address on the cheque.

*First Last*

The image shows a blank cheque form with a yellow background and a decorative border at the top. The form includes the following fields and text:

- Payee Name:** A box with three horizontal lines for writing the name.
- 001:** A small box containing the number 001.
- DATE:** A grid of boxes for writing the date, labeled D, D, M, M, Y, Y, Y, Y.
- PAY TO THE ORDER OF:** A line for writing the name of the payee.
- \$:** A box for writing the amount in dollars.
- 100 DOLLARS:** A stamp indicating the denomination of the cheque.
- YOUR FINANCIAL INSTITUTION:** A section for writing the bank name and address, including "456 COMMUNITY SQUARE" and "YOUR TOWN, PROVINCE A5B 6C8".
- MEMO:** A line for writing a memo or purpose of the payment.
- MP:** A small box for writing the MICR line.
- MICR Line:** A series of numbers and symbols at the bottom: "00 1 1 2345 6 78 1 1 23 456 7".