

## Step-by-Step Guide: Writing a Cheque

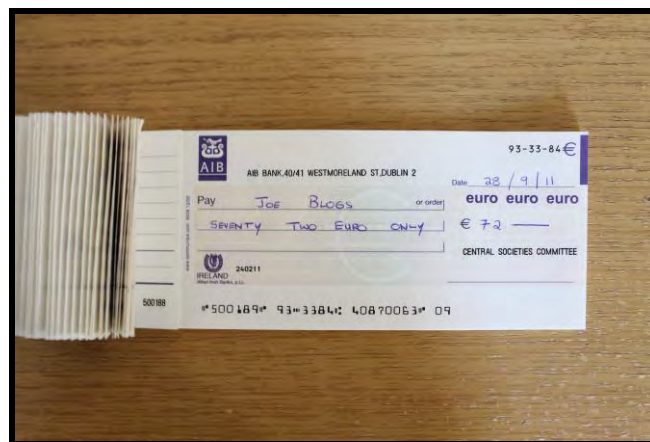
1. Start by writing in the date (current date).



2. Now write in the payee (the person who is being paid)



3. Write the amount of your payment in numeric form and then write out the amount of your payment using words instead of numerals.



## Society Treasurer Pack – Writing a Cheque

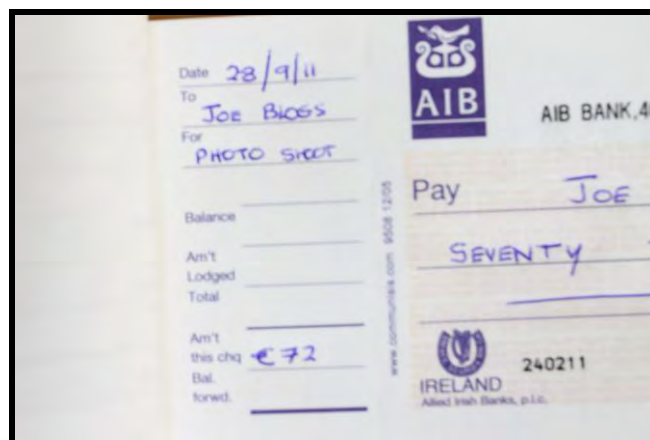
4. You should draw a line all the way over to the word "EUROS" as this makes it harder for anybody to write something else in that space.



5. At this point you sign your check (two of the three signatures required)



6. Fill in the corresponding details on the non-detachable slip. This will assist you in keeping an accurate record of to whom you paid, for what and how much.



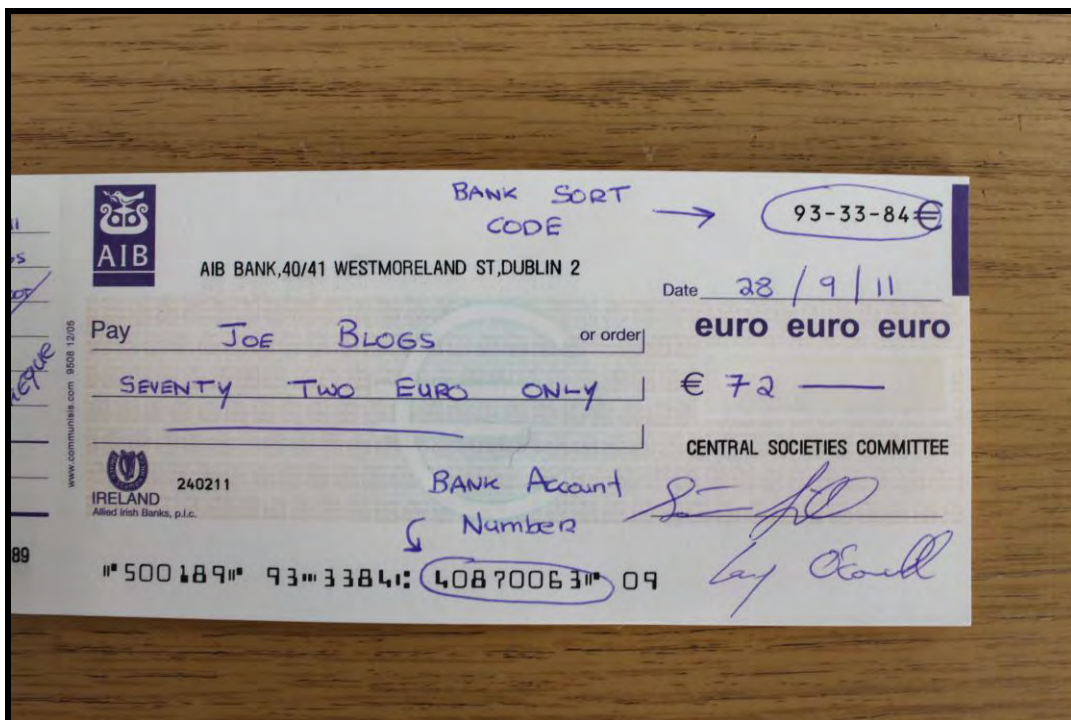
For further information or assistance, please contact the Treasurer of the CSC via mail - [treasurer@csc.tcd.ie](mailto:treasurer@csc.tcd.ie) or via phone - 087 750 6993

## Society Treasurer Pack – Writing a Cheque

7. This is an overall snapshot of what a finished cheque should resemble.



**Note:** If you ever forget your society bank account number or the branch sort code, all you have to do is look at the cheque book as both numbers are located on every cheque. See below



**CROSSING CHEQUES:** Any cheque crossed with two parallel lines means that the cheque can only be deposited directly into an account with a bank and cannot be immediately cashed by a bank over the counter.

By using crossed cheques, cheque you can effectively protect the cheques you write from being stolen and cashed by the wrong people!

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