

EASY DOES IT!

How to write checks the right way

1 Payee Name

Indicate only one payee:

- Person
- Company
- Cash



PAY TO THE ORDER OF Manny E. Manuel



PAY TO THE ORDER OF Manny E. Manuel or Cash



DATE 06-09-2025



DATE JUN-09-2025

2 Issue Date

- Write numbers only inside the boxes using the MM-DD-YYYY format
- Don't use letters or symbols



P 10,000.00



P ***10,000.00***

3 Amount

- Use a comma (,) to separate millions, thousands, hundreds
- Use a period (.) to separate centavos
- Don't write a Peso sign or any symbols



P P10,000.XX