

CHECK BY PHONE TEMPLATE

Please complete the form below. The copy of the check below gives you a guideline on what information is required on the check, however, not all checks are identical. PLEASE PRINT.

(1) Your Name	(4) Name of Your Bank	(6) Ck #
(2) Your Address	(5) City & State of Your Bank	
(3) Your City, State, Zip		
Pay to The Order of _____		\$ _____ (7)
		_____ Dollars
Memo (8)		(9) _____
“005023” (6)	“263206213”: (10)	123423423” (11)

(1) Name or Company Name on Check _____

(2) Address _____

(3) City, State, Zip _____

Phone/Fax # _____

(4) Bank Name _____

(5) Bank City / State _____

(6) Check Number _____

(7) Amount of Check _____

(8) This Check is For _____

(9) Authorized by _____

(10) Routing Number _____

(11) Account Number _____

Additional Comments or Special Instructions: _____
