How to Write a Check

1.) Check number
2.) Date check is written. Write out month, day, year, i.e. December 18, 2015
3.) Payee - The person or company you are paying. (Department of Homeland Security)
4.) The amount in numbers i.e. 380.00/100
5.) The amount in words i.e. Three hundred eighty and 00/100
   This is very important and checks may be returned if it is written incorrectly.
6.) Signature
7.) Bank routing number and account number. Useful for when you are paying bills online using your checking account.

Special Considerations:
- Make sure a valid U.S. address is written on the top left side of the check.
  o If the address is not pre-printed on the check, you should write it in yourself.
  o If there is a problem with the check, USCIS returns your application to this address
- You must use a U.S. check – international checks (including Canadian checks) do not work
- Your check will be read by an OCR (optical character reader) scanner, not by a person.
  Your check may be rejected if it is not written EXACTLY as above and your OPT application will be returned to you for non-payment. For example, do not write “Three hundreds” (with an “s”) because it is more than one hundred. This has happened.
- In the “For” or “Memo” line, please write “USCIS I-765”