

Key Notes When Writing a Check

To prevent a check from being returned due to incorrect information, please follow these instructions.

1 Name Last Name
Address
City, State 00000

2 01/05/23
Date

3 Pay to the
Order of ODOT CCD

4 \$ 56.24

5 Fifty-six and 24/100
Dollars

6 CCD Account 012345

7 Jane Doe

1001

123456789 123456789123* 1001

1. **Account holder information** — Generally preprinted on the check.
2. **Date** — Contain the date the check was written. **CCD will not accept a check that is:**
 - Dated more than 6 months in the past.
 - Written for a future date (postdated).
3. **Payee line** — Often noted as "To the Order of". Make checks payable to "**ODOT Commerce and Compliance**" or "**ODOT CCD**".
4. **Amount Box** — Write the amount of the check numerically.
5. **Legal Line** — Some checks note this as the "Pay" line. Write the payment amount in words. This line overrides the numerical amount so if they do not match, the check will be cashed for the amount legible on the legal line.
6. **Memo** — This line is optional. Helpful information could include carrier account number or USDOT.
7. **Signature** — A check will not be accepted without a signature of a person with authority to sign on the bank account.

If You Make an Error on Your Check

1. Cross out the error.
2. Write the correct information.
3. Write your initials next to the correction.

3 Pay to the
Order of ODOT CCD

5 Fifty-six and 24/100



[Commerce and Compliance Division \(CCD\)](#)