

# Key Notes When Writing a Check

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

The image shows a check form with seven numbered callouts pointing to specific fields:

- 1. Name Last Name, Address, City, State 00000
- 2. Date (01/05/23)
- 3. Pay to the Order of (ODOT CCD)
- 4. Amount Box (56.24)
- 5. Legal Line (Fifty-six and 24/100)
- 6. Memo (For CCD Account 012345)
- 7. Signature (Jane Doe)

The MICR line at the bottom is: 123456789 123456789123\* 1001

1. **Account Holder Information** — Usually preprinted on the check.
2. **Date** — Contains the date the check was written. **CCD will not accept a check that is:**
  - Dated more than 6 months in the past (unless otherwise preprinted on the check by the bank).
  - Written for a future date (postdated).
3. **Payee Line** — Will often be noted as “Pay 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 written 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 number.
7. **Signature** — A check will not be accepted without a signature. The signer must have 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. Initial next to the correction.

The image shows a check form with two numbered callouts:

- 3. Pay to the Order of (ODOT ~~THE~~ CCD)
- 5. Legal Line (Fifty-six and 24/100)



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