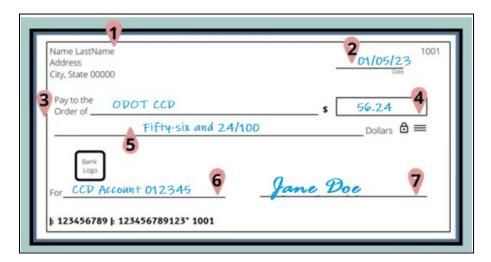
Key Notes When Writing a Check

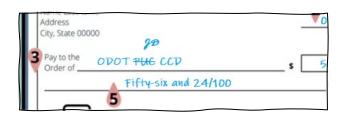
To prevent a check from being returned due to incorrect information, please follow these instructions.



- 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.
- 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.





Commerce and Compliance Division (CCD)