

Skills Practice 4: Writing a Cheque for Rent

- There are many ways to pay for things, including writing a cheque.
- A cheque is a substitute for cash.

A Blank Cheque

The form shows a blank cheque with the following fields and labels:

- Name and address:** I. M. Wealthy, 123 My Street, Somewhere, ON
- Name of recipient:** _____
- Cheque number:** 175
- Date in yyyy-mm-dd:** 20150324 (with Y, Y, Y, Y, M, M, D, D labels below)
- Amount of cheque, in numbers:** \$ _____
- Dollar amount only, in words (write XX if no cents):** _____ /100 Dollars
- Signature of issuer:** _____
- Bank information:** MATH Bank, 3.14 159 2653 5897

Example of a Completed Cheque

The **issuer** is the person who writes the cheque.
The **recipient** is the person or business who receives the money.

The completed cheque contains the following information:

- Issuer:** J. Consumer, 576 Main Street, City, Ontario
- Cheque number:** 134
- Date:** 20150324 (with Y, Y, Y, Y, M, M, D, D labels below)
- Pay to the Order of:** John A. MacDonald
- Amount:** \$ 23.45
- Amount in words:** Twenty-three and 45/100 Dollars
- Bank information:** MATH Bank, 3.14 159 2653 5897
- Signature:** J. Consumer

- Who is the issuer of the completed cheque? _____
 - Who is the recipient of the completed cheque? _____
 - What amount is the cheque for? _____
- Why is the amount on the cheque written in numbers and in words? _____

3. On some cheques, the date is shown in numerical form. For example, yyyy/mm/dd.

The numerical form of a date can have a different order on some cheques. For example, mm/dd/yyyy.

a) What do these letters represent?

b) Write August 19 of this year in yyyy/mm/dd format. _____

c) Write May 8 of this year in yyyy/mm/dd format. _____

4. You want to rent an apartment for \$650 per month.

a) Your first cheque will be for the first and last month's rent. Calculate how much you need to pay and complete the cheque below.

	189
_____	2 0 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	Y Y Y Y M M D D

Pay to the Order of _____ \$ <input style="width: 80px;" type="text"/>	
_____ /100 Dollars	
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b) Write the cheque below for the second month's rent.

	190
_____	2 0 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	Y Y Y Y M M D D

Pay to the Order of _____ \$ <input style="width: 80px;" type="text"/>	
_____ /100 Dollars	
<i>MATH</i> Bank	
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