



ACCEPTING A CHECK



Make sure the signature is the same as the printed name.



Make sure the number amount matches written amount.



Johnny Check
Address
City, State, Zip



One hundred dollars



\$100.00



Johnny Check

RECORDING INFORMATION

Johnny Check
Address
City, State, Zip

Driver's License #/Date of Birth
Expiration Date/Clerk's Initials

One hundred dollars

\$100.00

Johnny Check

CORPORATE & DBA CHECKS

* Requires special attention when accepting the check *

ABC, Inc.
Address
City, State, Zip

Driver's License #/Date of Birth
Expiration Date/Clerk's Initials

One hundred dollars

\$100.00

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Johnny Check

* Make sure the signature is legible or print the check writer's name above or below the signature of the check writer. On all CORPORATE and DBA checks, you must have the name and identification of the person who signed the check in order to file the check with our office. The company name alone is not sufficient.