



Task Title: Write Cheques to Pay Invoices

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Read invoices and write a cheque to pay each one.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: WriteChequesToPayInvoices_EI_A1.2_B3.1a

Learner Information

In many workplaces, cheques are written to pay invoices. Many people also use cheques to pay things like monthly rent payments.

Read “How to Write a Cheque” and scan the “Cheque Template”.

How to Write a Cheque

The image shows a sample cheque form with the following details:

- 1** DATE 5/10/2023
- 2** PAY TO THE ORDER OF John Smith
- 3** \$ 1,000.00
- 4** one thousand and 0/100 DOLLARS
- 5** MEMO Rent
- 6** [Signature]

The form also includes the payor's information (Jane Checkholder, 123 Main St., Anytown, USA 12345), a MICR line at the bottom, and a security watermark.

1. Date the cheque

Write the date in the top right corner of the cheque.

2. Fill in the recipient's name

The recipient is the business or person to whom you're writing a cheque. The field for the recipient's name usually begins with "Pay to the order of." Make sure this field is filled out correctly with the recipient's full name.

3. Write the dollar amount in numbers

There are two places where you need to write the dollar amount. The first location is to the right of the recipient's name. It's typically a small box for numbers only and usually begins with a dollar sign.

4. Write the dollar amount in words

The second location for the dollar amount is directly below the recipient's name. The amount should be spelled out in words. For example, if the amount of the cheque is \$1,000, write "one thousand."

To include the cents, use a fraction with "100" on the bottom. For example, if the cheque amount is \$44.99, write "forty-four and 99/100." Even if the dollar amount has no cents, it's typically best to include a "00/100" for clarity. For example, if you're writing a cheque for \$1,500, write out "one thousand, five hundred and 00/100."

5. Include a memo

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In the memo line, write what the cheque is for. For example, an invoice number or the specific month the rent is being paid for.

6. Sign the cheque

Sign the cheque on the line in the bottom right corner.

Cheque Template

The image shows a blank cheque template with a decorative border. The fields are as follows:

- Top Left:** A globe icon.
- Top Right:** The number 5679.
- DATE:** A line for writing the date.
- PAY TO THE ORDER OF:** A line for writing the payee's name.
- Amount:** A box for writing the amount in dollars, preceded by a dollar sign (\$).
- DOLLARS:** A line for writing the amount in words, followed by the word DOLLARS and a small icon.
- MEMO:** A line for writing the purpose of the payment.
- Bottom:** A MICR line with the numbers ⑈325760408⑈ 003192: 0583 42.

Work Sheet

Task 1: Use the cheque template to write a cheque to pay the following invoice.

**Loopy Lighting Fixtures
21, Light Blvd.
Toronto, ON M4F 0A0**

Invoice #3021

**Sold to: J. Rowlings
A.J. Dowling Construction Co.
321, Left Lane
Innisfil, ON L9S 0O0**

May 15, 2024

43 #278 light fixtures @ \$14.75 each	634.25
6 cases 40watt light bulbs @ \$8.55 each	51.30
400' white plastic-coated wire @ .35 a foot	140.00
Subtotal	825.55
20% discount	(165.11)
HST (13%)	85.86
Total Due	\$746.30

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Answer:

The image shows a blank cheque template. It features a globe icon in the top left corner and the number 5679 in the top right corner. The main body of the cheque has several fields: a 'DATE' field, a 'PAY TO THE ORDER OF' field, a '\$' symbol followed by a box for the amount, and a 'DOLLARS' field with a small icon. Below these fields is a 'MEMO' field. At the bottom, there is a MICR line with the numbers 325760408, 003192, 0583, and 42.

Task 2: Use the cheque template to write a cheque to pay the following invoice.

Hydro Ontario		Account Number: 08975-11231	
Electricity bill for:		Date: September 30 2024	
123 Main Street Anytown ON A2A 2A2			
Amount of your last bill		\$200.12	
Amount we received		<u>- \$200.12</u>	
Balance forward		\$0.00	
Your new charges		\$132.33	
Total amount now due by October 15 2024		\$132.33	
A penalty will apply for accounts overdue.			

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Answer:

5679

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

MEMO _____

325760408 003192 0583 42

Task 3: Use the cheque template to write a cheque for your monthly rent in the amount of \$1,250.00. The cheque should be dated for October 1, 2024. The rental company is "ABC Rental Inc.".

Answer:

5679

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

MEMO _____

325760408 003192 0583 42

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Answers

Task 1:

5679

DATE October 1 2024

PAY TO THE ORDER OF Hydro Ontario \$ 132.33

one hundred and thirty-two and 33/100 DOLLARS

MEMO Account Number 08975-11231 Sarah Pelton

@325760408 003192: 0583 42

Task 2:

5679

DATE September 30, 2024

PAY TO THE ORDER OF Loopy Lighting Fixtures \$ 746.30

seven hundred and forty-six and 30/100 DOLLARS

MEMO Invoice 3021 Sarah Pelton

@325760408 003192: 0583 42

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Task 3:

5679

DATE October 1, 2024

PAY TO THE ORDER OF ABC Rental Inc. \$ 1,250.00

one thousand two hundred and fifty and 0/100 DOLLARS

MEMO October 2024 Rent Sarah P. Sarah Pelton

⑈325760408⑈ 003192⑈ 0583 42

Adobe Stock 11527196400

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	make connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			

This task: Was successfully completed ☐ Needs to be tried again ☐

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Learner Comments:

Instructor (print):

Learner (print):