

Phone Check Template

As you are taking someone's check over the phone, you simply ask for all the information listed below. This check gives you a good guideline on where to find the information on the check, however not all checks are identical.

(1) Your Name (2) Your Address (3) Your City, St, Zip	(4) First Bank of USA (5) Bloomington, IL 61701	(6) 05023 (7) 70-7026/2711 12/31/97
Pay To The Order Of _____		\$ _____ (8) DOLLARS
Memo: (9) _____		_____ (10)
⑆ 0 50 23 ⑆ ⑆ 2 7 1 1 7 0 2 6 4 ⑆ ⑆ 2 3 4 3 2 3 2 1 4 5 ⑆ (6) (11) (12)		

- (1) Name or Company on check: _____
 - (2) Address: _____
 - (3) City, State, Zip: _____
 - Phone: _____ Fax: _____
 - (4) Bank Name: _____
 - (5) Bank Location: _____
 - (6) Check Number: _____
 - (7) Branch Number: _____ (usually 2 digits, in example above it would be "70")
 - (8) Amount of Check: _____
 - (9) This check is for: _____
 - (10) Authorization: _____ (person authorized to give check info)
 - (11) Transit Number: _____ (always 9 digits)
 - (12) Account Number: _____
- Additional Comments or Special Instructions: