

# Phone Check Template

## by CheckMAN™

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) <b>Your Name</b>	(4) <b>First Ban1~ of USA</b>	(6) <b>0523</b>
(2) Your Address	(5) Bloomington , IL	*(7) 70-7026/2711
(3) Your City, State, Zip		
Pay to the Order of _____		\$ _____ (8)
		<b>Dollars</b>
(9) Memo _____		
	(10) _____	
" 005023"	" 271170264"	" 12342323"
(6)	(11)	(12)

(1) Name of person or r Company on check: \_\_\_\_\_

(2) Address: \_\_\_\_\_

(3) City, State, Zip: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

4) Bank Name: \_\_\_\_\_

(5) Bank City/State: \_\_\_\_\_

(6) Check Number: \_\_\_\_\_

(7) A.B.A. Number: \_\_\_\_\_ (usually 2 digits, in example above it would be 70)

(8) Amount of Check: \_\_\_\_\_

(9) This check is for: \_\_\_\_\_

(10) Authorized by \_\_\_\_\_ (person authorized to give check info)

(11) Transit Number \_\_\_\_\_ (always 9 digits beginning with 0,1,2 or 3)

(12) Account Numbers \_\_\_\_\_

Additional Comments or Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

