Sample Check | How to Write a Check

Use this sample as a guide when writing a check.

PAY TO THE ORDER OF U.S. Department of Homeland Security
Four Hundred Ten and 00/100

FOR USCIS I-765

DATE 1936

This is where you write the month, day, and year of the date you signed your check in the following format: MM/DD/YYYY

DOLLARS $410.00

John Smith

Note: If you are using a friend or family member’s check, please handwrite your own name and mailing address in the top left corner and the account holder will sign the check, not you.

This is where you sign your check with your own personal signature.