

Task Title: Write Cheques to Pay Invoices

OALCF Cover Sheet – Learner 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:

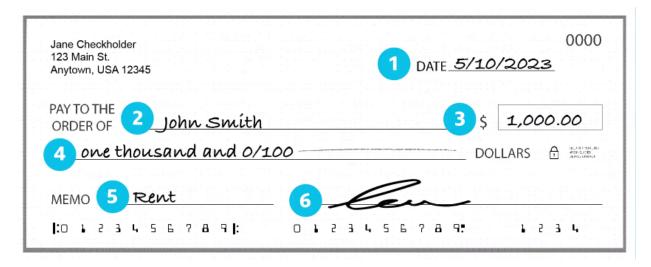
• Pen/pencil and paper and/or digital device

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



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

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

\oplus	567 DATE
PAY TO THE ORDER OF	\$
	DOLLARS (
MEMO	

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 000

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:

\bigoplus	DATE	679
PAY TO THE ORDER OF	\$	
	DOLLAR	s f

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 acc	counts overdue.

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Answer:

DATE	
DATE	
1\$	3
<u> 2000 - 2000</u>	DOLLARS

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:

	DATE
PAY TO THE ORDER OF	\$
	DOLLARS &