

Writing out your cheque

Use an ink which is immediately permanent. Write the amount in words and figures as close to the left as possible so that there is no room for other words or figures to be inserted. Sign your name, not your initials, against any alteration.

To reduce risk of unauthorised alterations to cheques, a line should be drawn in the space after the name of the person to whom the cheque has to be paid, and another line after the amount in words.

A uniform method of cheque completion is highly recommended. Incorrect cheques should be destroyed by shredding or tearing into at least four pieces.

METRO BANK
One Southampton Row
London WC1B 5HA

23-05-80

Pay

Date

ACCOUNT PAYEE ONLY

£

THE WISDOM PENSION FUND

200001

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