

## Payment Guidance - Cheques



- 1 **Payee:** Make sure the cheque is made payable to 'PCC for Hampshire' only. No other payee details will be accepted.
  - 2 **Lines:** If there is space left in any of the fields you must draw a line.
  - 3 **Date:** Write the date in the format '10 December 2012' or '10/12/12'.
  - 4 **Figures:** Write the amount here in figures. Do NOT use a forward slash e.g. ~~£45/00~~
  - 5 **Words:** Write the amount here in words. The amount should match that shown in figures.
  - 6 **Signature:** Sign the cheque properly in the bottom right corner, ensuring that the signature matches the signature held at the bank.
- ✓ **Handwriting:** Please ensure that your handwriting is legible - or use print.
  - ✓ **Errors:** If you make a mistake you can cross out the error, write the correction clearly and enter your signature close to the change made.
  - ✓ **Cross the cheque:** You may write 'Account Payee' on the cheque. This will ensure that the amount cannot be cashed if it is lost or stolen. This term is usually pre-printed on British cheques.