Important Reminder: Guidelines for Writing Checks

With the new check design implemented this year, here's a quick guide on correctly writing details on checks per PCHC Memorandum Circular 3821, effective **January 2, 2025**:



1. Issue Date:

Issue date must be **purely numeric (DD-MM-YYYY)**, with **dash (-)** as the only allowed **partition symbol**.

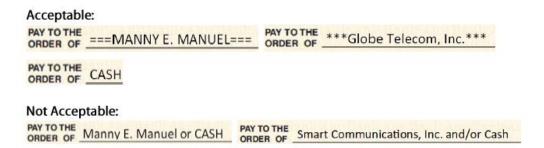
2. Amount in Figures:

The amount indicated in the amount box should be a **standard number where centavos are** separated **by a period (.)** and the **hundreds from thousands by a comma (,), thousands from millions by a comma (,),** so on and so forth. The amount box **should not include any symbols**.

3. Payee Name:

In the payee line, indicate the name of a person or an entity, or the word "Cash".

Examples:



4. Amount in Words:

There are no restrictions regarding symbols placed before and after the amount in words to deter attempts for alteration.

Examples:

• Whole Amount (no centavos)

```
PESOS ***Ten Thousand Only***

PESOS ***Ten Thousand Pesos Only***

PESOS Ten Thousand Only

PESOS Ten Thousand Pesos Only

PESOS ***Ten Thousand Pesos ***

PESOS Ten Thousand Pesos ***

PESOS Ten Thousand Pesos
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Amount with centavos

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PESOS ***Ten Thousand Pesos and 25/100***

PESOS ===Ten Thousand and 25/100 Cts===

PESOS ===Ten Thousand Pesos and 25/100===

PESOS Ten Thousand and 25 Centavos

PESOS Ten Thousand Pesos and 25 Centavos

PESOS Ten Thousand and 25/100

PESOS Ten Thousand Pesos and 25/100

PESOS ***Ten Thousand and 25/100 Centavos***
```

5. Signatures:

The drawer's signature **validates the check issued** as **regular** and **negotiable**. Two signatories may share one signature box. **Signatures that go beyond the box** are still **acceptable** for deposit/clearing.

We encourage you to review your checks before issuance to avoid inconvenience.

Thank you for continuously banking with us.