

Important Reminder: Guidelines for Writing Checks

With the new check design implemented last **May 1, 2024**, here's a quick guide on correctly writing details on checks per PCHC Memo Circular No. 3821 and 3857, effective **July 1, 2025**:

The image shows a sample check from the Bank of the Philippine Islands. Numbered callouts point to the following fields:

- 1. Issue Date: 05-01-2024
- 2. Amount in Figures: P 172,000.00
- 3. Payee Name: Maria Dela Cruz
- 4. Amount in Words: One hundred seventy-two thousand pesos only
- 5. Authorized Signature: [Signature]

Other visible details include: ACCOUNT No., ACCOUNT NAME, CHECK No., BR/STN, PAY TO THE ORDER OF, PESOS, BANK OF THE PHILIPPINE ISLANDS, and AUTHORIZED SIGNATURE(S).

1. Issue Date:

Issue date must be **purely numeric (MM-DD-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:

Acceptable:

PAY TO THE ORDER OF ===MANNY E. MANUEL=== PAY TO THE ORDER OF ***Globe Telecom, Inc.***

PAY TO THE ORDER OF CASH

Not Acceptable:

PAY TO THE ORDER OF Manny E. Manuel or CASH PAY TO THE ORDER OF Smart Communications, Inc. and/or Cash

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

- Amount with centavos

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.