Check your check to avoid delays in processing

1: Date

The date you write here should be the same date that you are signing off on the check.

2: Payee

Make check payable to the California Board of Accountancy.

3: Check Amount in Numbers

Fill in the amount you want drawn out of your checking account in dollars and cents. For example, "120.00"

4: Check Amount in Words

Write out the same amount you wrote in box #3. For example, write, "one hundred twenty and 00/100."

5: Memo

The memo line is the only optional part on a check. You may leave it blank, however, it's a great way for you to keep track of what the check is for. For example, you can write the Remittance Number or CPA License Number, especially if the check is not directly from the applicant.

6: Signature

This is where you sign your check. Signing your check gives authorization to the payee to draw the specified amount from your checking account.