CHECK REGISTER

FILL OUT THIS CHECK REGISTER EVERY TIME YOU PRINT A CHECK

CHECK NUMBER PRE-PRINTED ON CHECK	CONFIRMATION NUMBER ON CHECK	SOCIAL SECURITY NUMBER	NAME	AMOUNT	DATE

This form must be completed **EVERY** time you print checks. Do this **BEFORE** the check is distributed to the client. Throughout the year, situations will arise where you will need this form to refer to for information. Unless you faithfully complete this, when that information is needed, it will not be available from **any** other source. We suggest that you store this check register in a three-ring binder along with the check register printed out by the computer.