

Voided Check Example (Fictional Sample)

What each number on a voided check means. All details below are made up.

JORDAN LEE 100 Main St, Austin, TX 78701		1001
DATE _____		
PAY TO THE ORDER OF _____		\$ _____
_____ DOLLARS		
SAMPLE COMMUNITY BANK 1 Example Plaza, Anytown, US 00000		
MEMO _____		
:123456789:	1234567890	1001

1. Routing number

9 digits on the left.
Identifies the bank.
(Fictional here.)

2. Account number

Next group of digits.
Identifies your account.
Keep it private.

3. Check number

Last group, matches the
number in the top right.

How to void a real check

1. Use an unused check from your own checkbook.
2. Write VOID in large letters across the front in pen.
3. Do not sign it. Keep the numbers at the bottom readable.
4. Give the voided check to your employer or payroll contact. Do not email photos over unsecured channels.

No checkbook?

- Your bank can usually provide a direct deposit form or a bank letter with the same routing and account numbers.
- Online banking often shows these numbers under account details.
- Or create a voided check online and download it as a PDF.

This page is an educational example with fictional bank details. It is not a check and cannot be used for banking.