

Instructions for writing bank checks

In this article will help you write the exact information on the check of some of the most popular banks in Vietnam

For those who do not know, the check is a check that is printed in accordance with the bank's regulations. Users can use these checks to order the bank to pay for the person named in the check by transfer or cash. However, the check also has the disadvantage that the payer does not have enough balance to pay from when the payer comes to the beneficiary to pay the bank.

Many banks now have different checks, but basically the way of writing checks is not much different, you can consult how to write checks of some of the most popular banks in Vietnam today. under this article

1. Instructions to change phone numbers associated with home banking
2. How to change PIN, change Techcombank ATM card password
3. Ways to lock your bank cards when you lose or reveal information

Instructions for writing bank checks

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 3. North Asia Bank
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How to write a check of VPBank bank

The image shows a blank VPBank check form. The top section contains the bank's name 'NGÂN HÀNG TMCP VIỆT NAM THỊNH VƯỢNG' and 'VPBank Vietnam Prosperity Joint Stock Commercial Bank'. The check number 'AD 0000000' is printed in the top right. The form is divided into several sections: 'Yêu cầu trả cho/Payee', 'Số CMND/Giấy CNDKĐD/Identity Document /Business Registration Certificate No.', 'Số tiền', 'Ngày ký phát/Date of issue', and 'Người ký phát/Drawer'. There are also fields for 'Số tài khoản/Account No.' and 'Tại/At Bank'. The bottom section is titled 'PHẦN DÀNH CHO CHUYỂN NHƯỢNG/TRANSFER DETAILS' and contains two columns for transfer information, including 'Số CMND/Giấy CNDKĐD/Identity Document /Business Registration Certificate No.', 'Ngày cấp/Date of issue', 'Nơi cấp/Place of issue', 'Tài khoản/Account No.', 'Tại/At Bank', and 'Ngày chuyển nhượng/Date'. The bottom right section is titled 'PHẦN LĨNH TIỀN MẶT/CASH ONLY' and contains fields for 'Người nhận tiền/Ky, ghi rõ họ tên/Receiver (Signature, full name)', 'Số CMND/Identity Document No.', 'Ngày cấp/Date of issue', and 'Địa chỉ/Address'. There are also fields for 'Thủ quỹ/Cashier', 'Giao dịch viên/Teller', and 'Kiểm soát viên/Supervisor'. A red arrow points to the 'Số tiền bằng số/Amount in figures' field.

Here I will take the example of the bank check VPBank in 2017 , on the front of the check, please write:

1. Check stub section (For drawers and drawers save this part at check stubs)

This image is a close-up of the VPBank check form, focusing on the 'Số tiền bằng số/Amount in figures' field. A red arrow points to this field, which is currently blank. The form includes the bank's name 'NGÂN HÀNG TMCP VIỆT NAM THỊNH VƯỢNG' and 'VPBank Vietnam Prosperity Joint Stock Commercial Bank'. The check number 'AD 0000000' is printed in the top right. The form is divided into several sections: 'Yêu cầu trả cho/Payee', 'Số CMND/Giấy CNDKĐD/Identity Document /Business Registration Certificate No.', 'Số tiền', 'Ngày ký phát/Date of issue', and 'Người ký phát/Drawer'. There are also fields for 'Số tài khoản/Account No.' and 'Tại/At Bank'. The bottom section is titled 'PHẦN DÀNH CHO CHUYỂN NHƯỢNG/TRANSFER DETAILS' and contains two columns for transfer information, including 'Số CMND/Giấy CNDKĐD/Identity Document /Business Registration Certificate No.', 'Ngày cấp/Date of issue', 'Nơi cấp/Place of issue', 'Tài khoản/Account No.', 'Tại/At Bank', and 'Ngày chuyển nhượng/Date'. The bottom right section is titled 'PHẦN LĨNH TIỀN MẶT/CASH ONLY' and contains fields for 'Người nhận tiền/Ky, ghi rõ họ tên/Receiver (Signature, full name)', 'Số CMND/Identity Document No.', 'Ngày cấp/Date of issue', and 'Địa chỉ/Address'. There are also fields for 'Thủ quỹ/Cashier', 'Giao dịch viên/Teller', and 'Kiểm soát viên/Supervisor'.

1. **Request for payment:** Write down the full name of the beneficiary
2. **ID Card Number / Business Registration Certificate:** Write down the full number of ID card or Passport, Citizen ID card, Certificate of Vietnamese People's Army officer for individual beneficiary, or Business Registration Certificate of person Beneficiaries are organizations.

3. **Amount:** Enter the amount suggested for payment by number.
4. **Date of draw:** Write the date, month and year of issue of a check by number.
5. **Drawers:** Account holders or persons authorized by account holders must sign and clearly state their full names and stamps (if any).

If stamped, the mark will be closed by the drawer and closed between the check stalk and the body part between the two sides.

2. The Czech body

The image shows a sample of a Vietnamese check (SEC/CHEQUE) from VPBank. The form is divided into several sections:

- Top Left:** Bank name (NGÂN HÀNG TMCP VIỆT NAM THỊNH VƯỢNG) and logo (VPBank).
- Top Center:** Bank name in English (NGÂN HÀNG TMCP VIỆT NAM THỊNH VƯỢNG) and 'SEC/CHEQUE'.
- Top Right:** Check number (AD 0000000) and 'Ngày ký phát' (Date of issue) fields for DD, MM, and YYYY.
- Left Side:** 'Yêu cầu trả cho/Payee:' field, 'Số CMND/Quỹ CNDKKD/Ident' field (with a red arrow pointing to it), 'Số tiền' (Amount) field, and 'Ngày ký phát/Date of issue' field.
- Center:** 'Số tiền bằng số/Amount in figures:' and 'Số tiền bằng chữ/Amount in words:' fields.
- Right Side:** 'Trả vào tài khoản/Account only:' and 'Không chuyển nhượng/Non-transferable:' checkboxes, 'Ngân hàng Bảo chi/Guaranteed' section with date fields, and 'Số tiền đã thanh toán/Accepted amount:' and 'Số tiền bị chối thanh toán/Rejected amount:' fields.
- Bottom:** 'Người ký phát/Drawer:' field and 'Ký, ghi rõ họ tên/Signature, full name' field.

First, on the left side of the check body, write the following:

1. **Request for payment:** If the drawer **does not allow** the beneficiary to transfer, specify the name of the beneficiary or individual in this section. Then mark X or V in the **No transfer** box. If **allowing** the beneficiary to transfer, do not check the **No transfer** box. If the check is paid to the holder of the check, you do not need to write the payee's name, or you can **pay it to the check holder**.
2. **ID card number, Date of issue and place of issue:** In case the beneficiary is an individual, please write the ID card number, passport, citizenship card, identification of the Vietnamese People's Army officer, the required papers other relatives in accordance with the law of the beneficiary. Then write down the issue date and place of the document.
3. **Account number and At:** If the drawer specifies the payment to the account, write down the account number and the bank where the beneficiary opens the account. Also mark X or V in the **Pay in account** box above the **Non-transfer** box .
4. **Number in numbers:** Specify the amount you want to pay in the rectangular box with the Arabic numerals from 0 to 9, after the thousands, millions, billion, trillion and trillions, you must put a dot, if there is a number If you want to write after the unit line, you must put a comma, for example a million, then write: 1,000,000.00. But usually, it only needs 1,000,000.
5. **Amount in words:** This line you must write the meaning, the first letter of the amount must be capitalized and close to the first line, do not write lines, between words, absolutely no other words in the middle of the two lines Seamless letters on checks.
6. For example, **2,200,450,953 VND** is recorded as **Two billion two hundred million four hundred and fifty thousand nine hundred and fifty three dong** . Or **\$ 36,000.99** is recorded as **thirty-six thousand US dollars and 99 cents**.

- As for the following three lines of **Drawers, Account Numbers**, you do not need to write because the bank has pre-printed them when you supply the check to you.

Now through the right side of the checkbook you will have:

The image shows a sample of a VPBank check form (SÉC/CHEQUE) with a red box highlighting the 'Ngày ký phát' (Date of issue) and 'Trả vào tài khoản' (Account only) section. The form includes fields for 'Yêu cầu trả cho' (Payee), 'Số CMND/ID No', 'Nơi cấp' (Place of issue), 'Số tài khoản' (Account No), 'Tài/At Bank', 'Số tiền bằng số' (Amount in figures), 'Số tiền bằng chữ' (Amount in words), 'Người ký phát' (Drawer), 'Dấu/Seal', 'Kế toán trưởng/Chief Accountant', and 'Người ký phát' (Drawer) with a signature line. The highlighted section contains 'Ngày ký phát' (Date of issue) with fields for DD, MM, and YYYY, and two checkboxes: 'Trả vào tài khoản' (Account only) and 'Không chuyển nhượng' (Non-transferable).

- Draw-out date:** Fully recorded by the number of days, months and years of drawers issuing checks.
- Paying into Account:** As mentioned above, when the check drawer **does not allow** payment of checks by cash by marking an X or V in this box, the bank will transfer the amount indicated on the check beneficiary's account without paying in cash, even if the X or V mark in this box is crossed out.
- No transfer:** If this box is marked, the drawer does not allow the beneficiary to transfer and vice versa, if the beneficiary is allowed to transfer, do not check this box.

The signature part and the sign on the body of the check below.

The image shows a sample of a VPBank check form (SÉC/CHEQUE) with a red box highlighting the signature and seal area. The form includes fields for 'Yêu cầu trả cho' (Payee), 'Số CMND/ID No', 'Nơi cấp' (Place of issue), 'Số tài khoản' (Account No), 'Tài/At Bank', 'Số tiền bằng số' (Amount in figures), 'Số tiền bằng chữ' (Amount in words), 'Người ký phát' (Drawer), 'Dấu/Seal', 'Kế toán trưởng/Chief Accountant', and 'Người ký phát' (Drawer) with a signature line. The highlighted section contains 'Dấu/Seal', 'Kế toán trưởng/Chief Accountant', and 'Người ký phát' (Drawer) with a signature line.

- Seal:** If you have a seal, the drawer must stamp here according to the form registered with the bank.
- Chief accountant: Chief accountant or person in charge of accounting** or the person authorized by the Chief Accountant and the person in charge of accounting by the drawer is the organization that will sign and clearly state the full name and signature must follow the posted form. sign with the bank. Only applicable to organizations must arrange chief accountant / accountant in accordance with the law.

- Drawers:** Account holders or persons authorized by account holders must sign their full names or affix their titles on this section.

Part for **the drawee.**

The image shows the front of a VPBank check form. The bank name is 'NGÂN HÀNG TMCP VIỆT NAM THỊNH VƯỢNG' (Vietnam Prosperity Joint Stock Commercial Bank). The check number is 'AD 0000000'. The form includes fields for 'Yêu cầu trả cho' (Payee), 'Số CMND/ID No', 'Nơi cấp' (Place of issue), 'Số tài khoản/Account No', 'Tại/At Bank', 'Số tiền bằng số' (Amount in figures), 'Số tiền bằng chữ' (Amount in words), 'Người ký phát' (Drawer), 'Kế toán trưởng/Chief Accountant', and 'Người ký phát' (Drawer). A red box highlights the 'Ngân hàng Bảo chi' (Bank Guarantee) section, which includes fields for 'Ngày... Tháng... Năm' (Date, Month, Year) and '(Ký tên, đóng dấu)' (Signature, seal). Below this box are fields for 'Số tiền đã thanh toán' (Accepted amount), 'Số tiền bị chối thanh toán' (Rejected amount), and 'Ngày thanh toán' (Date of payment).

- Bao Chi Bank:** In this box, there will be a line **on May** and **Sign and seal** . If the bank ensures the ability to pay for the check when the check is presented during the presentation and payment period, the bank will record the date, month, year and then start the check guarantee and will be issued Authorized by the bank to sign and stamp this box. If in case of failure to guarantee the check, this box will be blank
- In the boxes like **Amount paid** , **Payment declined** , **Payment date** , please write in full in all cases, even if all payments are made or only half paid, or refuse the bar pay the entire amount requested for payment on the check.

3. The back of the check

The image shows the back of a VPBank check form. It is divided into two main sections: 'PHẦN DÀNH CHO CHUYỂN NHƯỢNG/TRANSFER DETAILS' and 'PHẦN LĨNH TIỀN MẶT/CASH ONLY'. The 'TRANSFER DETAILS' section is further divided into two columns, '1. Chuyển nhượng cho/Transfer to:' and '2. Chuyển nhượng cho/Transfer to:'. Each column has fields for 'Số CMND/Giấy CNDKKD/Identity Document /Business Registration Certificate No', 'Ngày cấp/Date of issue', 'Nơi cấp/Place of issue', 'Tài khoản/Account No', 'Tại/At Bank', and 'Ngày chuyển nhượng/Date'. Below these are fields for 'Người chuyển nhượng (Ký, đóng dấu)' (Transferer (Signature, seal)) and 'Người nhận chuyển nhượng (Ký, đóng dấu)' (Transferee (Signature, seal)). The 'CASH ONLY' section has fields for 'Người nhận tiền/Receiver', 'Số CMND/Identity Document No', 'Ngày cấp/Date of issue', 'Nơi cấp/Place of issue', and 'Địa chỉ/Address'. At the bottom, there are fields for 'Người nhận tiền (Ký, ghi rõ họ tên)' (Receiver (Signature, full name)), 'Thủ quỹ/Cashier', 'Giao dịch viên/Teller', and 'Kiểm soát viên/Supervisor'. A red box highlights the 'TRANSFER DETAILS' section.

First is the **section for transfer** , this section will only show when the **Non-transfer** box is on the front of the check is not marked.

- Assignment:** Write the full name of the person or the name of the organization to transfer the check (the transferee of the check).

- ID card number / Business Registration Certificate and Date of issue, Place of issue:** Enter the ID card number, passport, citizen identification card, identification of the Vietnamese People's Army officer or Business Registration Certificate if the recipient is an organization. Then write down the date and place of the document.
- Download and At:** In case of money transfer on the check to the transferee's account, please write the account number in the **Account field** and the name of the bank where the account of the individual or legal entity is transferred to the **At** section .
- Transfer date:** Enter the number of days of the transfer.
- Signature and seal section:** Assigner and transferee sign and clearly state full name. If in case the transferor or the transferee is a legal entity, the authorized representative shall sign and clearly state his full name, then seal the legal entity.
- Some notes:** In the first transfer transaction of the back of the check, the transferor must be the named beneficiary on the front of the check. In the second transfer transaction from the check, the transferor must be the assignee in the first transfer, and so on until the final transfer.

The second is **Cash Cash** , only applicable in case the beneficiary / person is transferred in cash.

- Payee :** Fill in the full name of the payee.
- ID card number, issued date and place of issue:** Write the ID card number, Passport, Citizenship ID card, Certificate of Vietnamese Army officers in accordance with the law of the cash person. Then record the date and place of issue of the recorded document.
- Address:** Fill in the current address of the cash person.
- The bottom is to sign and specify the full name for the Treasurer, Transactor, and Supervisor of VPBank.

Other forms of bank checks in Vietnam

1. Vietinbank

Ngân Hàng TMCP Công Thương Việt Nam Ngân Hàng TMCP Công Thương Việt Nam Chỉ nhánh Branch PA 000000		SÉC Cheque PA 000000 VietinBank	
Số tiền Amount	Yêu cầu trả cho Pay to	Ngày ký phát Date of issue	DD MM YYYY
Trả cho Pay to	Số tài khoản Payee's account No.	Chỉ trả vào tài khoản Account only <input type="checkbox"/>	Không chuyển nhượng Non-negotiable <input type="checkbox"/>
Tại văn	Số tiền bằng số Amount in figure	Ngân hàng Bảo chi Certified Bank	
Số tiền bằng chữ Amount in words	Người ký phát Drawer	TK AC	Ngày date
Ngày Date	Số tài khoản Drawer's account No.	Ký tên, đóng dấu Signature & Stamp	
Người ký phát Drawer	Tại văn		
	Địa điểm thanh toán Place of payment		
	Dấu Stamp	Kế toán trưởng Chief Accountant	Người ký phát Drawer

Phần dành cho chuyển nhượng Provision for transfer only		Phần lĩnh tiền mặt Cash only	
1. Chuyển nhượng cho transfer to	Người nhận tiền Recipient	Người nhận tiền Recipient	
Tài khoản Account	Địa chỉ Address	Địa chỉ Address	
Tại văn	Số CMND/HC/TCC ID number	Số CMND/HC/TCC ID number	
Ngày cấp Date of issue	Nơi cấp Place of issue	Ngày cấp Date of issue	Nơi cấp Place of issue
Người chuyển nhượng Transferor	Người được chuyển nhượng Transferee	Người nhận tiền Recipient	
2. Chuyển nhượng cho transfer to	Người chuyển nhượng Transferor		
Tài khoản Account	Người được chuyển nhượng Transferee		
Tại văn			
Số CMND/HC/TCC ID number			
Ngày cấp Date of issue	Nơi cấp Place of issue		
Người chuyển nhượng Transferor	Người được chuyển nhượng Transferee		
		Phân dành cho ngân hàng gửi For bank use only	
		Số tiền thanh toán Accepted amount	
		Số tiền từ chối rejected amount	
		Lý do Reason for rejection	
		Thanh toán ngày Date of payment	
		Giao dịch viên Teller	Kiểm soát Supervisor

Vietinbank's check is only different from the non-detailed coupon such as VPbank and the Amount paid, declined to pay, the reason and the payment date on VPBank in the foreground is now transferred to the back. This check form of Vietinbank is applied from November 2017.

2. BIDV

NGÂN HÀNG ĐẦU TƯ VÀ PHÁT TRIỂN VIỆT NAM BANK FOR INVESTMENT AND DEVELOPMENT OF VIETNAM AA 000000		SÉC CHEQUE AA 000000	
Số tiền/Amount	Yêu cầu trả cho/ Pay to the order of:	Ngày ký phát/ Date of issue	DD - MM - YYYY
Trả cho/Pay to	Số tài khoản/Payee's account No.	Chỉ trả vào tài khoản/ Account payee only <input type="checkbox"/>	Không được chuyển nhượng/ Non-negotiable <input type="checkbox"/>
Tại ngân hàng/Payee's bank	Số tiền bằng chữ/Amount in words	Số tiền bằng số/ Amount in figure/ currency code	
Số tiền bằng chữ/Amount in words	Người ký phát/Drawer	BẢO CHỨ/ Certified	
Ngày Date	Số tài khoản/Drawer's account No.	Ngày (DDMMYY): / /	Ký tên, đóng dấu/Signature, stamp
Người ký phát/Drawer			
	Kế toán trưởng/ Chief Accountant		

BIDV's check as above is applied from January 2007, BIDV's stub section is as simple as Vietinbank's check above. In addition, the amount of money is separated by numbers and letters.

3. North Asia Bank

NGÂN HÀNG TMCP BẮC Á
SỐ séc (Cheque No.)
AA 000000
Ngày ký phát (Date of Drawing)
Ngày DD / Tháng MM / Năm VV
Người thụ hưởng (Payee)
Số tiền ký phát (Amount)
Chủ tài khoản (Account Holder)

SÉC CHEQUE
Yêu cầu trả cho (Pay to the order of)
Tại ngân hàng (Payee's bank)
Số tài khoản (Payee's A/C No.)
Số tiền bằng chữ (Amount in words)
Người ký phát (Drawer)
Số TK ký phát (Drawer's A/C No.)

NGÂN HÀNG TMCP BẮC Á
Thanh toán tại mọi điểm giao dịch của BAC A BANK
Payable at any BAC A BANK transaction office

BAC A BANK
SỐ séc (Cheque No.)
AA 000000
Ngày ký phát (Date of Drawing)
Ngày DD / Tháng MM / Năm VV
 Chỉ trả vào tài khoản (Account payee only)
 Không chuyển nhượng (Non-negotiable)
BẢO CHỈ (Certified)
Ngày DD / Tháng MM / Năm VV
Ký tên, đóng dấu (Signature & Stamp)

Số tiền bằng số (Amount in figures)
Kế toán trưởng (Chief Accountant)
Chủ TK (Ký tên, đóng dấu) (Account Holder (Signature & Stamp))

THÔNG TIN VỀ CHUYỂN NHƯỢNG (TRANSFER INFORMATION)
Chuyển nhượng lần 1 cho (1st transfer to):
Ngày (Date) Ngày DD / Tháng MM / Năm VV
Người chuyển nhượng (Ký tên, đóng dấu) (Transferor (Signature & Stamp))
Người lĩnh tiền (Recipient)
Địa chỉ (Address)
 Yêu cầu rút tiền mặt (Cash Withdrawal)

Chuyển nhượng lần 2 cho (2nd transfer to):
Ngày (Date) Ngày DD / Tháng MM / Năm VV
Người chuyển nhượng (Ký tên, đóng dấu) (Transferor (Signature & Stamp))
Số CMND/HC (ID/PP No.)
Ngày cấp (Date of Issue)
Địa chỉ (Address)
Nơi cấp (Place of Issue)

Phân danh cho Ngân hàng (For Bank use only)
Thủ quỹ (Casher) | Giao dịch viên (Teller) | Kiểm soát viên (Supervisor) | Ngày (Date) Ngày DD / Tháng MM / Năm VV | Người nhận tiền (Recipient)

Applied in early 2015, the Bank of North Asia Check is still full of information such as the checks of the banks mentioned above, only one difference is the **amount paid** , the **amount of payment declined** , **payment date** are not on this check form.

4. Maritime Bank

MARITIME BANK
Ngân Hàng TMCP Hàng Hải Việt Nam

SÉC CHEQUE
Thanh toán tại: Mọi Điểm Giao Dịch Maritime Bank
Payable at: Any Maritime Bank Transaction Counter

Số tiền được phép ký phát: (Paying Facility) **MD000000**
Số tiền ký phát: (Paying Amount) **MD000000**
Số tiền bằng chữ: (Amount in words)
Người được trả tiền: (Payee)
Ngày ký phát: (Date of issue) / /

Trả cho: (Pay to)
Số tiền: (Amount) / / / /
Loại tiền: (Currency)
Người ký phát: (Drawer)
Số tài khoản: (Account No.)

BẢO CHỈ (CERTIFIED BY)
Ngày...Tháng...Năm...
(Date Month Year)

Kế toán trưởng (Chief Accountant) | Người Ký Phát (Ký tên, đóng dấu) (Drawer (Signature, stamp))

Chuyển nhượng cho: (Transfer to)
Người chuyển nhượng: (Transferor)
Địa chỉ: (Add) / / / / Ngày: (Date)
Người yêu cầu ký và đóng dấu (nếu có) (Signature and stamp)

Thanh toán vào tài khoản số: (Payment to bank)
Tại ngân hàng: (With Bank)
 Yêu cầu trả tiền mặt (Payment by cash)
Số tiền: (Amount) / / / /
Loại tiền: (Currency)
Người lĩnh tiền: (Recipient)
Số CM/HC: (ID/PP No.)
Ngày cấp: (Issued Date) / / / /
Nơi cấp: (Issued place) / / / /
Ngày: (Date)
Người yêu cầu ký và đóng dấu (nếu có) (Signature and stamp)

Phân danh cho Ngân Hàng / For bank only
Giao dịch viên / Received by | Kiểm soát viên / Verified by | Giám đốc / Approved by | Ký và ghi họ tên (Signature & name)

The Maritime Bank check form is provided from 2010 to the user, the **person who is paid** on the ticket stub is also the name on the **Pay to** the right. Where else the information on the check is no different from the above checks.

With some more models like checks of Vietcombank, Agribank and Techcombank . are the same. If you are unsure of any information listed on the check, call the bank's operator for assistance and inquiries. List of

telephone exchange numbers you can find in the list of phone numbers of banks in Vietnam.

See more:

1. How to check the ACB account balance on phones and computers
2. How to link bank cards with ZaloPay to transfer / receive money with QR codes
3. How to register BIDV Internet Banking

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