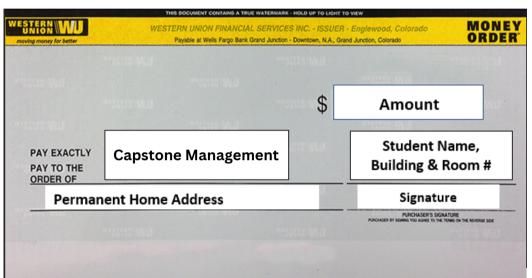
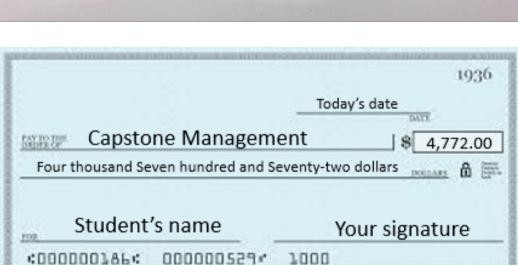
## **HOW TO**

# CASHIER CHECK & MONEY ORDER EDITION





### Where to Purchase?

**Money Orders** 

- Grocery Store
- Postal Office
- Western Union

Cashier's Check

Only at your preferred bank or credit union

### REMINDER

DO NOT SIGN THE BACK OF
THE CASHIER'S CHECK OR
MONEY ORDER

### HOW TO COMPLETE A MONEY ORDER STEP BY STEP

### 1. Write the Payee Name

• Write **Capstone Management** in the "PAY TO THE ORDER OF" field first.

#### 2. Fill out your information in the purchaser fields

• The <u>Purchaser</u> is you. Whether it says "From," "Sender," "Remitter," or "Purchaser," this is where you enter your information. Western Union® money orders require your address and full name, but others may only have a field for your name. Use your full legal name and your current mailing address in this section.

### 3. Sign the front of the money order

- Make sure to sign the front of the money order. **DO NOT SIGN THE BACK.** The back is for Capstone staff when we cash the money order.
- Some money orders leave room for a note or memo to specify the payment's purpose. Include the following:
  - First & Last Name Building & Room Number
  - Example: John Doe HA-114B

#### 4. Keep the money order receipt

- Your money order will have a detachable receipt to keep for your records. <u>This is not only your proof of purchase</u>, <u>but it also provides transfer tracking information so you can confirm when the money is deposited by the recipient.</u>
- If you suspect that your money order is lost, misplaced, or stolen, <u>report it to your money order provider</u>. You will not be able to do this without the receipt, so keep it in a safe place, until the money is deposited by Capstone Staff. Deposits occur every 2-3 business days.