

# HOW TO

## **CASHIER CHECK & MONEY ORDER EDITION**

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

**WESTERN UNION WU** moving money for better **MONEY ORDER**  
WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Englewood, Colorado  
Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

\$

PAY EXACTLY  
PAY TO THE  
ORDER OF

PURCHASER'S SIGNATURE  
PURCHASER BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE

1936

Today's date

PAY TO THE ORDER OF  | \$

Four thousand Seven hundred and Seventy-two dollars DOLLARS

⑆000000186⑆ 000000529⑆ 1000

### 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 **Purchaser** 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. *This is not only your proof of purchase, but it also provides transfer tracking information so you can confirm when the money is deposited by the recipient.*
- If you suspect that your money order is lost, misplaced, or stolen, report it to your money order provider. 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.