



# FAX Sheet for Shared Branch Teller Corrections

If an adjustment needs to be made to a shared branching transaction, this form should be completed by the credit union branch at which the physical transaction took place (the "teller or foreign" credit union).

**IMPORTANT – fax this form and a copy of the receipt(s) to the member’s credit union and call to request they perform the necessary member account adjustment.**

To Member CU: \_\_\_\_\_ Fax #: \_\_\_\_\_

From Teller CU: \_\_\_\_\_ Date: \_\_\_\_\_

From Contact Name/Phone #: \_\_\_\_\_

To locate CU contact information, go to <http://xtendcu.com/contacts/network/Great%20Lakes>

Transaction Date: \_\_\_\_\_ Account #: \_\_\_\_\_

Member Name: \_\_\_\_\_

Transaction Detail: \_\_\_\_\_

## Teller Credit Union

**Step 1: Use MNSERV #4 to adjust the drawer for Teller # \_\_\_\_\_.**

Completed by \_\_\_\_\_  
*Employee Signature*

**Step 2: Perform a G/L Journal Entry to adjust the Settlement account.** One side is always 739.00 Change Fund, with an offset to the CU Settlement G/L (999.xx).

GL # \_\_\_\_\_ \$ \_\_\_\_\_ GL # \_\_\_\_\_  
*Debit Amount Credit*

Completed by \_\_\_\_\_  
*Employee Signature*

## Member’s Credit Union

**Step 3: Use MNADJ #8 or REVTRN to reverse the member transaction if it’s the same day. If prior day, use the Member Account Adjustment function to reverse the member’s transaction and use the appropriate s/b settlement G/L (999xx).**

Description \_\_\_\_\_

Completed by \_\_\_\_\_ Confirmation # \_\_\_\_\_  
*Member’s CU Employee Name (optional)*

**\*\* Remember to release check holds, if applicable.**