



## 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 tool #120 OR REVTLR 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 tool #869 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.**