



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 or MNADJ #12 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 #13 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.**