

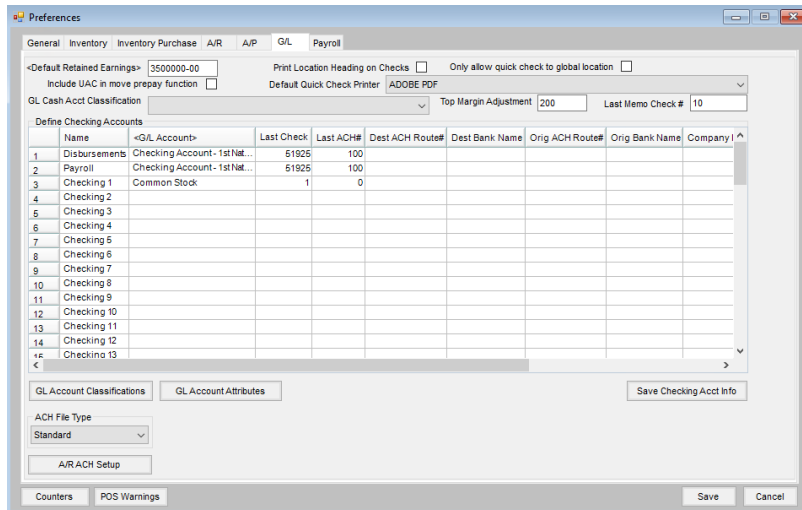
# Write Down of Patronage Equity

Last Modified on 11/02/2023 7:18 am CDT

Use the following approach for equity write down to take the value from the appropriate certificates as well as give the patron notification. If taking various values from several certificates, this process may need to be done several times.

## Setup

Add a new G/L Checking account at *Accounting / Setup / Preferences / G/L*.



Set up a *Check Message* of write down on the *Printer* tab at *Patronage / Setup / Preferences*. This is what will print on the check stub. Any questions concerning the message or filing requirements should be directed to an auditor/accountant.

Preferences

General Printer Cross References

Patronage Check Printer  
[Dropdown]

ACH Pay Stub Printer  
[Dropdown]

Print Location Heading on Checks

Print SSN on Checks

Print Total Equity on Checks

Print Check Number on Precheck Run

Print Check Number on Check Stub

Label for Total Equity Value  
[Text Box]

Top Margin Adjustment [Text Box]

Detailed Patronage Check Format  
[Dropdown: Format 1]

Check Message

Check Message - Line 1  
Due to the (Business Name) Bankruptcy, XYZ has decided to write down a percentage of our Patron Members deferred equity. This stub

Check Message - Line 2  
serves as your notice of your share of this write down. Please consult with your tax advisor on the proper tax reporting requirements.

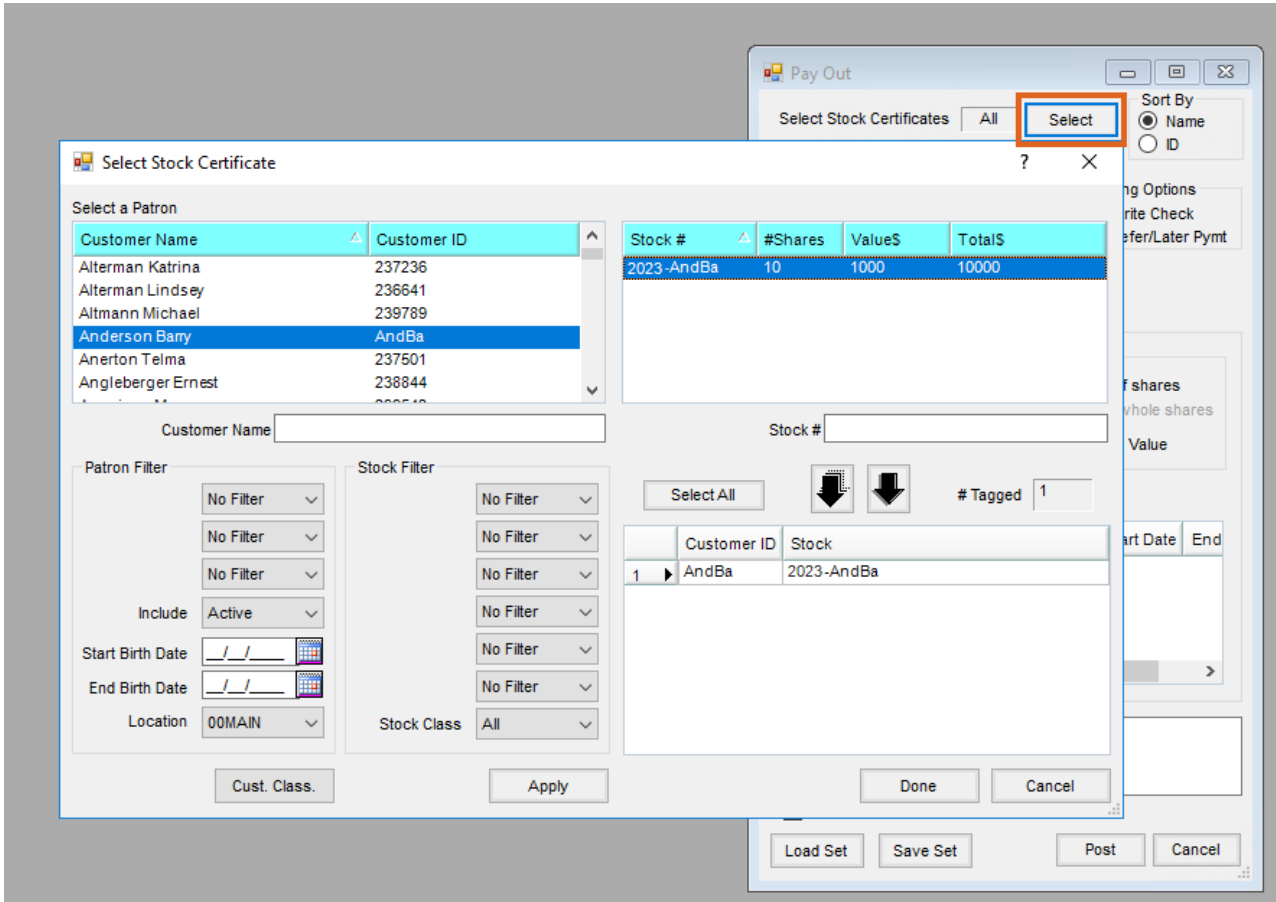
Non-qualified document explanation:  Print company heading on non-qualified document

[Text Box]

(0 of 255)

OK Cancel

Select certificates affected by the write down at *Patronage / Pay / Payout Stocks*.



Print Payout Certificates on plain paper using the Checking Account set up in *Preferences* earlier.

### Sample

Six hundred fifty-four and 36 / 100

10/30/2023

\$654.36\*\*

Barry Anderson  
2220 N 1000 Rd E  
Assumption, IL 62510

Reference #	Pay Out \$	Reference #	Pay Out \$	Reference #	Pay Out \$
2023-AndBa	654.36				

Barry Anderson

10/30/2023  
51926

**Net Check** 0.00  
654.36

Due to the (Business Name) Bankruptcy, XYZ has decided to write down a percentage of our Patron Members deferred equity. This stub serves as your notice of your share of this write down. Please consult with your tax advisor on the proper tax reporting requirements.

Reference #	Pay Out \$	Reference #	Pay Out \$	Reference #	Pay Out \$
2023-AndBa	654.36				

Barry Anderson

10/30/2023  
51926

**Net Check** 0.00  
654.36

Due to the (Business Name) Bankruptcy, XYZ has decided to write down a percentage of our Patron Members deferred equity. This stub serves as your notice of your share of this write down. Please consult with your tax advisor on the proper tax reporting requirements.