

# Write Down of Patronage Equity

Last Modified on 05/13/2026 8:36 am CDT

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

## Setup

Add a new G/L Checking Account on the G/L tab at *Accounting / Setup / Preferences*.

The screenshot shows the 'Preferences' window with the 'G/L' tab selected. The 'Define Checking Accounts' table is visible, listing various checking accounts with their respective GL Account, Last Check, Last ACH#, and other details.

|    | Name          | <G/L Account>                 | Last Check | Last ACH# | Dest ACH Route# | Dest Bank Name | Orig ACH Route# | Orig Bank Name | Company |
|----|---------------|-------------------------------|------------|-----------|-----------------|----------------|-----------------|----------------|---------|
| 1  | Disbursements | Checking Account - 1st Nat... | 50068      | 100       |                 |                |                 |                |         |
| 2  | Payroll       | Checking Account - 1st Nat... | 50068      | 100       |                 |                |                 |                |         |
| 3  | Checking 1    | Checking Account - 1st Nat... | 510        |           |                 |                |                 |                |         |
| 4  | Checking 2    |                               |            |           |                 |                |                 |                |         |
| 5  | Checking 3    |                               |            |           |                 |                |                 |                |         |
| 6  | Checking 4    |                               |            |           |                 |                |                 |                |         |
| 7  | Checking 5    |                               |            |           |                 |                |                 |                |         |
| 8  | Checking 6    |                               |            |           |                 |                |                 |                |         |
| 9  | Checking 7    |                               |            |           |                 |                |                 |                |         |
| 10 | Checking 8    |                               |            |           |                 |                |                 |                |         |
| 11 | Checking 9    |                               |            |           |                 |                |                 |                |         |
| 12 | Checking 10   |                               |            |           |                 |                |                 |                |         |
| 13 | Checking 11   |                               |            |           |                 |                |                 |                |         |

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.

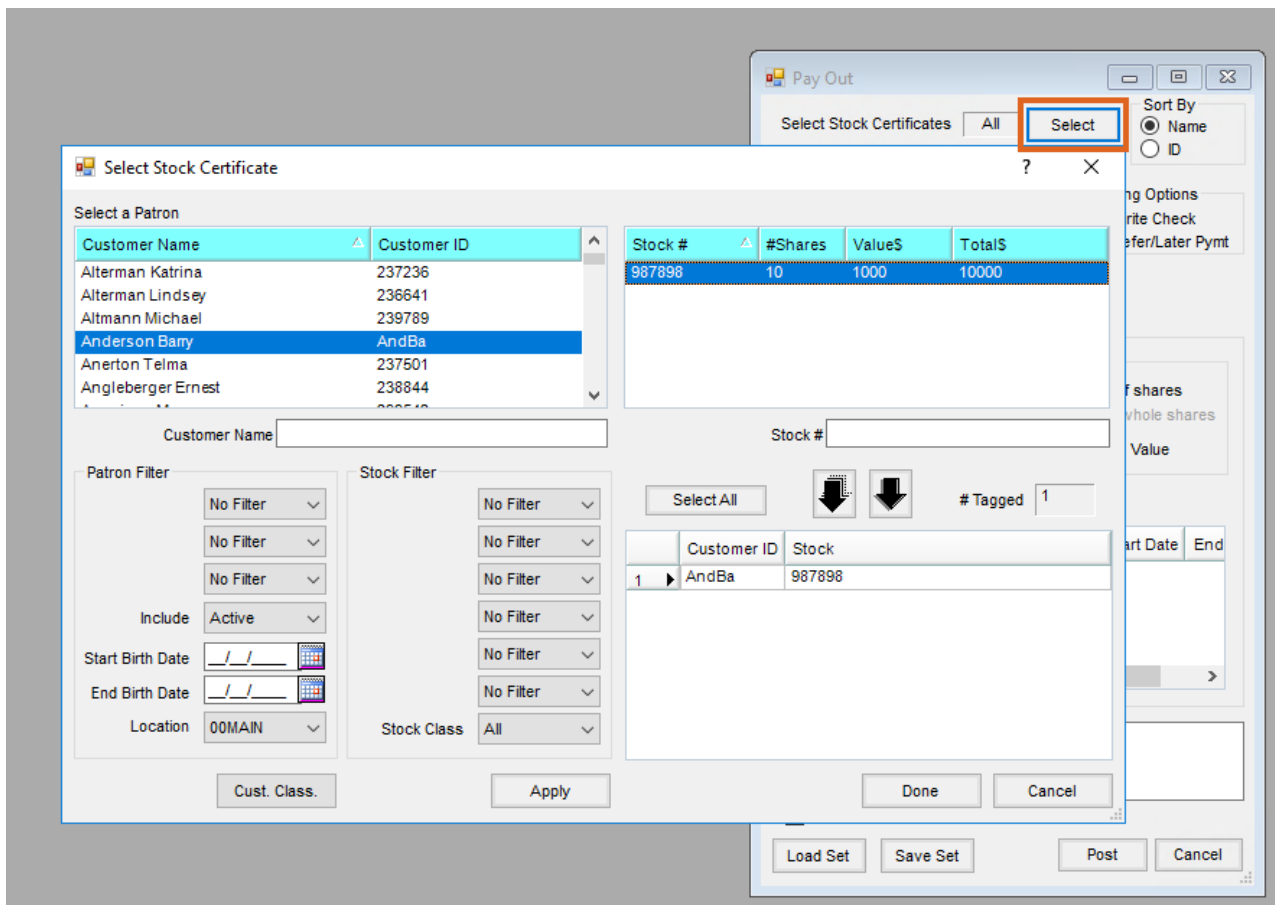
Non-qualified document explanation:  Print company heading on non-qualified document

[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

03/30/2026

\$654.36\*\*

Barry Anderson  
2220 N 1000 Rd E  
Assumption, IL 62510

Barry Anderson

03/30/2026  
50069

| Reference # | Pay Out \$ | Reference # | Pay Out \$ | Reference # | Pay Out \$ |
|-------------|------------|-------------|------------|-------------|------------|
|-------------|------------|-------------|------------|-------------|------------|

987898

654.36

**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.

Barry Anderson

03/30/2026  
50069

| Reference # | Pay Out \$ | Reference # | Pay Out \$ | Reference # | Pay Out \$ |
|-------------|------------|-------------|------------|-------------|------------|
|-------------|------------|-------------|------------|-------------|------------|

987898

654.36

**Net Check** 0.00  
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