

# Self-Processing Credit Unions End-of-Year Verification Completion

To let the CU\*Answers Year-End Team know you have finished your yearly processing for 2015, please sign and return this form when you have completed all year-end processing and verifications.

## Verifications Completed Prior to Year-End

(See *Year-End Processing Guide* for instructions.)

- We have verified our Loan Categories for the Equity Flag
- We have verified our Share and Certificate configurations for proper 1099-INT reporting
- We have verified our Accounts Payable Vendor settings to ensure proper 1099-MISC reporting

## After Year-End

- We have completed end-of-year processing.
- We have verified the following areas (where applicable) and are confident as to their accuracy:

See the *Month-End Verifications Booklet* for instructions on these:

- |   |  |
|---|--|
| <input type="checkbox"/> Share Dividend Posting                               | <input type="checkbox"/> Dormancy Fees                       |
| <input type="checkbox"/> Share Rate Changes (if any were scheduled)           | <input type="checkbox"/> Deposit Item Fees                   |
| <input type="checkbox"/> Custom Bonus Dividends                               | <input type="checkbox"/> Marketing Club Fees                 |
| <input type="checkbox"/> Marketing Club Share Benefit Payments                | <input type="checkbox"/> EasyPay Bill Payment Fees           |
| <input type="checkbox"/> Certificate Dividends                                | <input type="checkbox"/> Self Service Fees                   |
| <input type="checkbox"/> Certificate Variable Rate Changes (scheduled)        | <input type="checkbox"/> E-Statement Fees                    |
| <input type="checkbox"/> Marketing Club Certificate Benefit Payments          | <input type="checkbox"/> Safe Deposit Box Rental Fees        |
| <input type="checkbox"/> Loan Variable Rate Changes (scheduled)               | <input type="checkbox"/> No accounts show:                   |
| <input type="checkbox"/> Custom Loan Interest Refunds                         | <input type="checkbox"/> Negative YTD dividends (shares/CDs) |
| <input type="checkbox"/> Marketing Club Loan Benefits                         | <input type="checkbox"/> Negative YTD interest (loans)       |
| <input type="checkbox"/> Monthly and Annual Service Charges and Bonus Refunds | <input type="checkbox"/> Negative YTD penalties (CDs)        |
|   | <input type="checkbox"/> Negative YTD fines (loans)          |

See the *Year-End Processing Guide* for instructions on these:

- IRA Balance File Creation
- HSA Balance File Creation (if applicable)
- Tax File Creation
- YTD Fields Cleared
- Accounts Payable Vendor 1099-MISC Information

Credit Union Name

Completed by

Date Completed

Time Completed

ET  CT  MT  PT

Fax to: CU\*Answers Year-End Verification Team  
**616-285-7285**