



### Deferred Revenue Form

**YOU MUST OPEN/USE THIS FORM WITH ADOBE**

If payment, including deposits, for future events has been received by Wake Forest prior to 7/1 for a service/event which will not be performed until 7/1 or after, then a deferral of that revenue may be necessary.

Please answer all of the following questions:

1- When will the service be performed?

2- When was the payment received?

3- Describe the nature of the transaction:

4- Have you done the journal entry to credit account #21009? **(RESPONSE REQUIRED)**

**If yes**, then please attach a copy of the journal entry and backup to this form

**If no**, then please indicate the Fund/Dept/Acct/Activity/Location where the revenue was deposited and the amount FAS will determine if an accrual is appropriate.

	<u>Fund (required)</u>	<u>Dept (required)</u>	<u>Acct (required)</u>	<u>Activity (optional)</u>	<u>Location (optional)</u>	<u>Amount (required)</u>	<u>JE Date (if applicable)</u>
Acct to Debit							
Accrual Acct to Credit	111111		21009				

5- Please attach all supporting documentation to this form.

6- Please send the completed form with all supporting documentation to:

**Financial & Accounting Services**

**UCC-FAS**

**Attn: Ruth Smith**

7- If you have questions, please contact **Ruth Smith at 758-5977 or email smithrr@wfu.edu**

<b>Your Contact Information:</b>	
Department Name: <input type="text"/>	Depositor Name: <input type="text"/>
Campus Phone Number: <input type="text"/>	Submission Date: <input type="text"/>