

# How do I record maintenance fees if I don't use the 401(k) Update wizard?

If you use the 401(k) Update wizard, maintenance fees are accounted for during the update process. Otherwise, tracking 401(k) maintenance fees is a simple matter of entering these transactions in your 401(k) account transaction list.

1. Open your 401(k) account.
2. Sell enough shares to cover the maintenance fees.
  - **If your statement tracks shares**  
[Enter a sell](#) action for the number of shares necessary to cover the maintenance fee. Then [enter a miscellaneous expense](#) to cover the maintenance fee.
  - If your statement does not track shares**  
[Enter a sell](#) action for the number of shares necessary to cover the maintenance fee, at a sale price of \$1.00/share. Then [enter a miscellaneous expense](#) to cover the maintenance fee.

## Notes

If you set up a Quicken 401(k) account and your financial institution does not support online account services, the [401\(k\) Update wizard](#) is the easiest way to track the performance of your various funds and account for related transactions, including maintenance fees.