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**Financial Institution Letter****Federal Deposit Insurance Corporation  
Federal Reserve Board of Governors  
Office of the Comptroller of the Currency**

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FIL-4-2017  
January 10, 2017

**DEPOSITORY INSTITUTION REPORTS**

TO: CHIEF EXECUTIVE OFFICER

SUBJECT: Consolidated Reports of Condition and Income for Fourth Quarter 2016

The attached materials pertain to the Consolidated Reports of Condition and Income (Call Report) for the December 31, 2016, report date. Please plan to complete the preparation, editing, and review of your institution's Call Report data and the submission of these data to the agencies' Central Data Repository (CDR) as early as possible. Starting your preparation early will help you identify and resolve any edit exceptions before the submission deadline. If you later find that certain information needs to be revised, please make the appropriate changes to your Call Report data and promptly submit the revised data file to the CDR.

Except for certain institutions with foreign offices, your completed Call Report must be received by Monday, January 30, 2017, in accordance with the filing requirements discussed below. *No extensions of time for submitting Call Report data are granted.*

The Call Report forms for December 2016 are available on the Federal Financial Institutions Examination Council's (FFIEC) website ([https://www.ffiec.gov/fiecc\\_report\\_forms.htm](https://www.ffiec.gov/fiecc_report_forms.htm)) and the Federal Deposit Insurance Corporation's (FDIC) website (<https://www.fdic.gov/callreports>). The Call Report does not include any new or revised data items this quarter, nor is there an update to the Call Report instruction book. Institutions should refer to the attached Supplemental Instructions for December 2016 for additional guidance on certain reporting issues. Report forms and instructional materials can be printed and downloaded from the FFIEC's and the FDIC's websites. Please notify the individual responsible for preparing the Call Report at your institution about the electronic availability of the report forms and the Supplemental Instructions for December 2016.

Each institution must file its December 31, 2016, Call Report data in one of two ways:

- By using computer software to prepare and edit its report data and then electronically submitting the data directly to the CDR (<https://cdr.ffiec.gov/cdr/>) or
- By completing its report in paper form and arranging with a software vendor or another party to convert its paper report into the electronic format that can be processed by the CDR. The software vendor or other party then must electronically submit the institution's Call Report data file to the CDR.

Electronic submission of fourth quarter 2016 Call Report data will be considered timely if the data are received by the CDR no later than Monday, January 30, 2017, and pass FFIEC-published validation criteria (validity edits and quality edits) or, where necessary, contain explanations for any quality edits that are not passed. Explanatory comments should be prepared in accordance with the "Guidelines for Resolving Edits" published on the FFIEC's website at <https://www.ffiec.gov/find/documents/resolving edits.pdf>.

An institution with more than one foreign office, other than a "shell" branch or an International Banking Facility, is permitted an additional five calendar days to submit its Call Report data. Such an institution must electronically transmit its data to the CDR no later than Saturday, February 4, 2017.

The CDR Help Desk is available from 9:00 a.m. until 8:00 p.m., Eastern Time, Monday through Friday, to provide assistance with user accounts, passwords, and other CDR system-related issues. The CDR Help Desk can be reached by telephone at (888) CDR-3111, by fax at (703) 774-3946, or by email at [CDR.Help@ffiec.gov](mailto:CDR.Help@ffiec.gov). For all other Call Report issues, institutions should contact their assigned Call Report analyst. If you do not know the analyst assigned to your institution, state member institutions should contact their Federal Reserve District Bank; national institutions, FDIC-supervised banks, and savings associations should contact the FDIC's Data Collection and Analysis Section in Washington, D.C., by telephone at (800) 688-FDIC (3342).

Grace E. Dailey  
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Attachment: [Supplemental Instructions](#) - PDF ([PDF Help](#))

Distribution: FDIC-Supervised Banks, National Institutions, State Member Institutions, and Savings Associations