



## FDIC Temporary Liquidity Guarantee Program Periodic Debt Reporting

### Instructions

#### Introduction

On November 21, 2008, the FDIC adopted the final rule implementing the Temporary Liquidity Guarantee Program (TLG Program), which was announced on October 14, 2008. The TLG Program includes a guarantee of newly issued senior unsecured debt of banks, thrifts and certain holding companies (the Debt Guarantee Program). Entities that participate in the Debt Guarantee Program are required to periodically report their total debt outstanding to the FDIC. These instructions provide guidance on how to report total outstanding debt to the FDIC. Additional information about the TLG Program is available at <http://www.fdic.gov/tlgp>.

#### Participating Entities

A participating entity is an entity that has not opted out of the Debt Guarantee Program.

#### Who Must Report and When

All participating entities must report their outstanding debt balances within 30 calendar days after the last day of the month.

#### How to File

Participating entities must use *FDICconnect* to submit their required information to the FDIC. The Debt Reporting function is available within the TLG Program transaction in *FDICconnect* (which is the same transaction used to submit the TLG Program Election Form).

The outstanding balances of guaranteed debt by participating entities must be reported to the FDIC through *FDICconnect* only. This information is not to be submitted to the FDIC in any other manner.

#### Report of Aggregate Debt Outstanding Using *FDICconnect*

Participating FDIC-insured depository institutions should access *FDICconnect* using their assigned credentials. Other participating entities should access *FDICconnect* through the affiliate insured depository institution used to submit their Election Form.

#### How To Report

1. After accessing *FDICconnect* and selecting the Temporary Liquidity Guarantee Program transaction (located under the Deposit Insurance Assessment heading), the submitter should click on the "Report Balance of Outstanding Debt" button (fourth selection).
2. Select the entity for which the report is being submitted: Click the radio button for the bank or input the RSSD ID for the bank holding company or OTS Docket number for the

thrift holding company. (Please see instructions below for reporting outstanding balances for more than one FDIC-insured depository institution.)

3. Input the total “Outstanding FDIC-guaranteed Debt Balance” to the nearest dollar. If zero, enter “0.”

4. Select the “Period End Date” using the drop-down boxes – month and day and year.

5. Indicate whether the entity has issued any “Non-guaranteed Debt” (a Y or N).

6. Click “Report Outstanding Debt” button at the bottom of the page.

If an incorrect RSSD ID or OTS Docket number has been input, an error message will appear. Select “ok” and “Return to Report Outstanding Balance of FDIC-guaranteed debt” screen.

7. Review the information on the next screen and ensure it is correct.

If the information is not correct, select the “Return to Report Outstanding Balance of FDIC-guaranteed Debt” button and input correct information.

8. Click the Certification Statement button and click the “Confirm and Update” button on the bottom of the page. (If an error is noted, select the “Return to TLGP” button to re-enter your information.)

9. Click “OK” to save your record.

10. Print out the next screen, sign and date the form, and retain in your records.

### **Multiple Institutions**

If the designated coordinator needs to report outstanding FDIC-guaranteed debt for multiple banks within a family, he or she must go out to the initial FDICconnect screen.

1. At the initial screen, select “User Function.”

2. Click on the “Institution Association” link. The institutions assigned to the coordinator will appear.

3. Click on the radio button for the desired institution.

4. Click the “Set Active Institution” button.

5. Click the “Menu” link in the upper right-hand corner of the screen.

6. You may now go through steps 1 through 10 under “How to Report.”

**A report must be submitted by each participating entity.**

### **Correcting a Previous Submission**

To correct a previous submission, a coordinator may simply re-input the data for that reporting period following the above steps. The most recent submission will be the record on file.

### **Assistance**

For more information, please check the dedicated page for the TLG Program on the FDIC website at <http://www.fdic.gov/tlqp>. Responses to frequently asked questions are posted on this website.

For questions pertaining to accessing and using the TLG Program transaction in *FDICconnect*, please email [fdicconnect@fdic.gov](mailto:fdicconnect@fdic.gov) or call (877) 275-3342.

General policy questions or inquiries regarding entity or debt instrument eligibility may be addressed to the TLG Program mailbox at [tlqp@fdic.gov](mailto:tlqp@fdic.gov) or through the FDIC Call Center at (877) ASK-FDIC.