

**Bank Reports**

FIL-23-95  
March 31, 1995  
(Call Report Date)

TO: **CHIEF EXECUTIVE OFFICER**

SUBJECT: *Reports of Condition and Income (Call Reports) for First Quarter 1995*

The enclosed materials pertain to the Reports of Condition and Income (Call Reports) for March 31, 1995. The first quarter Call Reports should be completed and submitted as soon as possible. However, completed original reports must be received by the FDIC (for national and FDIC-supervised banks), the appropriate Federal Reserve District Bank (for state member banks), or the banking agencies' electronic collection agent by April 30, 1995.

The filing of a Call Report will be considered timely, regardless of when it is received, if it is mailed first class, properly addressed, and postmarked not later than April 27, 1995, or if it is entered into an overnight delivery system for the proper destination on or before April 29, 1995. No extensions of time for submitting reports are granted. In the absence of a postmark, a bank whose original Call Report is received late by the FDIC (at its data entry site in Crofton, Maryland) or the appropriate Federal Reserve District Bank may be called upon to provide proof of timely mailing. A "Certificate of Mailing" (U.S. Postal Service Form 3817) may be used as proof.

Alternatively, banks that use Call Report preparation software to complete their reports are encouraged to submit their Call Reports electronically to Electronic Data Systems, Inc. (EDS), the banking agencies' collection agent. Reports submitted electronically over telephone lines will be considered timely if transmitted to EDS by April 30, 1995. Banks filing their Call Reports electronically should not mail hard copies of the Call Report to any federal bank supervisory agency unless specifically requested to do so.

Banks that have or have had more than one foreign office, other than a "shell" branch or an International Banking Facility, and that use any of the additional 15 days allowed for the completion of their reports, are required to submit their reports electronically to EDS not later than May 15, 1995.

As you were previously advised by the Federal Financial Institutions Examination Council (see FIL-69-94, November 1, 1994, and FIL-20-95: Inactive Financial Institution Letters: February 27, 1995), the Call Report forms for this quarter incorporate a number of deletions of existing items as well as several new or revised items. The deletions include items for total risk-based capital and average loans to states and political subdivisions, and a reduced level of detail for certain restructured loans and leases. Banks with off-balance-sheet derivatives will be required to provide expanded disclosures about their involvement with these contracts. New items also have been added for "high-risk mortgage securities," "structured notes," and sales of proprietary mutual funds and annuities. In addition, the reporting of certain mortgage-backed securities has been revised. For the March 31, 1995, report date, banks may report a reasonable estimate for any new or revised Call Report item for which the requested information is not readily available.

All banks are reminded to provide information on the level of auditing work performed by independent external auditors during 1994 (Schedule RC, Memorandum item 1). This information is reported only as of the March 31 report date each year.

National banks and FDIC-supervised banks filing hard-copy Call Report forms should return only the original signed forms to the FDIC's data entry site in Crofton, Maryland. Original signed forms that are mailed to OCC district or FDIC Regional Offices are not considered properly addressed. the use of an improper address may cause a bank's forms to be received at the data entry site after the submission deadline. State member banks submitting hard-copy Call Report forms should return the original signed forms and one copy to the appropriate Federal Reserve District Bank. The use of a telephone facsimile machine to transmit a copy of the original signed Call Report forms is not an acceptable method of submission.

For further information or assistance concerning the Call Reports, state member banks should contact their Federal Reserve District Bank. National and FDIC-supervised banks should telephone the FDIC's Call Reports Analysis Unit in Washington, D.C., toll free on (800) 688-FDIC or on (202) 898-6607, Monday through Friday between 8:00 a.m. and 5:00 p.m., Eastern Time.

Thank you for your cooperation.

Susan F. Krause  
Senior Deputy Comptroller  
for Bank Supervision Policy  
Office of the  
Comptroller of the Currency

Stanley J. Poling  
Director  
Division of Supervision  
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Enclosures

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