



## Summary of Deposits Survey

FIL-42-96

June 30, 1996

(Summary of Deposits Survey Date)

TO: CHIEF EXECUTIVE OFFICER  
SUBJECT: *Summary of Deposits Survey for June 30, 1996*

The enclosed Summary of Deposits (SOD) survey forms are to be completed as of June 30, 1996. The classification of the types of deposits in the SOD survey are identical to those used for completing the Commercial and Savings Bank Report of Condition, the Thrift Financial Report Consolidated Statement of Condition, and the International Banking Authority Report of Assets and Liabilities. Therefore, the aggregate total of all domestic office data reported in the SOD survey must agree with corresponding domestic office deposit data reported in the applicable deposit liability schedule for June 30. *In addition*, all banks located in the U.S. with offices in Puerto Rico and U.S. territories and possessions must report deposits for these offices.

Instructions for completing the SOD survey are enclosed with the set of forms. **Please read the instructions carefully.** The survey form has been revised in order to capture new information not previously requested, such as "change code," which indicates a change in the status of a branch, and "service type," which defines branch criteria. In addition, banks are now required to report only total deposits for each office.

Multiple office information may be included on one form. Banks must complete one line item for *each* banking office or facility in operation as of June 30, 1996, *and* provide a total for the entire bank.

Banks may *not* combine deposit data for two or more offices, *except* drive-in offices, seasonal branches and offices on military facilities. Automated teller machines, consumer credit offices, contractual offices, customer bank communication terminals, electronic fund transfer units, and loan production offices are not facilities or offices for the purpose of the SOD survey. Please indicate such locations if they appear on your SOD set of forms and do not report deposits for these locations. Also indicate the effective date of the change from a full-service office. Combining deposits of offices in different counties is *not* permitted.

Banks must identify a consolidated, estimated, or nondeposit office (CEN) by placing the appropriate code in the *CEN code column*. If exact figures for an office are not available, please estimate the figures and identify those offices with a *CEN code of 1*. If the deposits of an office are combined with another office, identify the combined office with the office number of the branch containing the combined deposits and a *CEN code of 2*. Identify *nondeposit* or administrative offices, where deposits are not received, by entering zeros or "none" and a *CEN code of 3*.

Banks are reminded that FDIC-assigned office numbers should not be changed to reflect the bank's internal office numbering scheme. An additional schedule ("Changes to Branch Structure Data") has been added to reflect **new** or **acquired** branches since the prior reporting period. In addition, the main office line item should *not* be used as a total line. Aggregate bank totals by SOD column for all offices should be included on the last pre-printed office page of the set of forms.

Banks with *25 or more branches* have the option of submitting SOD data in automated form or magnetic tape. Please submit with the magnetic tape the name and phone number of a contact person, and a completed set of forms or a computer listing of the data. For further information on magnetic tape requirements, please contact G. Carl Dudley at (703) 516-1389.

Please return the originals of all SOD survey forms *by July 31, 1996*, in the pre-addressed return envelope. The return address for the forms is:

Summary of Deposits  
Federal Deposit Insurance Corporation  
P.O. Box 3724  
Crofton, MD 21114

All data collected from the SOD survey are available to the public. Banks may receive published deposit information from the FDIC in booklet form, on computer printouts, or on magnetic tape. If you have any questions about the SOD survey, please contact Shirley Peterson toll-free at 1-800-765-4081, extension 86571. Thank you for your cooperation in making the SOD survey as accurate and complete as possible.

Nicholas J. Ketcha Jr.  
Director

#### Attachments

The attachment to this Financial Institution Letter is not currently available in electronic format. Until it is in a form that will allow us to post it to the internet, you may obtain hard copy or fax from:

FDIC  
Public Information Center  
Room 100  
801 17th St. NW  
Washington, DC 20434  
ph: (703) 562-2200

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