
Financial Institution Letter

**Federal Deposit Insurance Corporation
Office of the Comptroller of the Currency
Board of Governors of the Federal Reserve System**

Bank Reports

FIL-126-97
December 31, 1997
(Call Report Date)

TO: CHIEF EXECUTIVE OFFICER
SUBJECT: *Reports of Condition and Income (Call Reports) for Fourth Quarter 1997*

The enclosed materials pertain to the Reports of Condition and Income (Call Reports) for December 31, 1997. Please complete these fourth quarter Call Reports as soon as possible and then submit them electronically. Completed reports must be received by January 30, 1998, in accordance with the filing requirements discussed below. No extensions of time for submitting reports are granted. Please note that the enclosed materials contain only one complete set of Call Report forms.

As previously announced, the electronic filing requirement for Call Reports applies to all banks beginning this quarter (see FIL-64-97: Inactive Financial Institution Letters: dated June 27, 1997). Banks are no longer permitted to send completed paper Call Report forms directly to the appropriate federal banking agency, i.e., to the FDIC for national and FDIC-supervised banks and to the appropriate Federal Reserve District Bank for state member banks. Instead, each bank must file its December 31, 1997, and subsequent Call Reports in one of the following two ways:

- A bank may use computer software to prepare its reports and then file the reports directly with the banking agencies' electronic collection agent, Electronic Data Systems Corporation (EDS). The Call Report data file can be sent to EDS electronically by modem or on a computer diskette; or
- The institution may complete its reports in paper form and arrange with EDS, a Call Report software vendor, or another party to convert its paper reports to electronic form. If a party other than EDS performs this service, that party must electronically transmit the bank's Call Report data file to EDS.

The filing of a Call Report that is submitted electronically to EDS by modem will be considered timely if it is transmitted to EDS no later than January 30, 1998. A bank using the paper-based alternative method must ensure that the party that is converting its report to electronic form has sufficient time to convert and transmit it to EDS by this date.

Banks that send a computer diskette directly to EDS must mail the diskette to EDS no later than January 27, 1998. To be considered filed on time, the diskette must be properly addressed, mailed first class, and postmarked no later than this date. (A "Certificate of Mailing," U.S. Postal Service Form 3817, may also be used as proof.) Alternatively, a bank may send the diskette using an overnight delivery system on or before January 29, 1998. Any Call Report sent to EDS

on a computer diskette that EDS cannot read will not be accepted and the bank must resubmit its report in readable form. This may result in EDS receiving the bank's Call Report data file after the submission deadline.

A bank that has or has had more than one foreign office, other than a "shell" branch or an International Banking Facility, is permitted an additional 15 days to complete its Call Report. Such a bank is required to electronically transmit its report to EDS no later than February 14, 1998.

All banks are reminded to complete the items for the deferred portion of applicable income taxes and for reciprocal interbank holdings of capital instruments (Memorandum item 12 of Schedule RI and Memorandum item 1 of Schedule RC-M, respectively). This information is collected only as of the December 31 report date each year.

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 Section 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.

Emory W. Rushton
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Richard Spillenkothen
Director
Division of Banking
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Board of Governors of the
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Enclosures

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[Regulatory Capital Worksheet - Introduction](#)

[Regulatory Capital Worksheet - Part 1](#)

[Regulatory Capital Worksheet - Part 2](#)

[Regulatory Capital Worksheet - Part 2 Instructions and Part 3](#)

Distribution: Insured Commercial Banks and FDIC-Supervised Savings Banks