
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-136-98
December 15, 1998

TO: CHIEF EXECUTIVE OFFICER

SUBJECT: *Reports of Condition and Income (Call Report) for Fourth Quarter 1998*

The enclosed materials pertain to the Reports of Condition and Income (Call Report) for the December 31, 1998, report date. Please complete your fourth quarter Call Report as soon as possible and submit the report electronically. Your completed report must be received by January 30, 1999, in accordance with the filing requirements discussed below. **No extensions of time for submitting reports are granted.**

A sample set of December 31, 1998, report forms is enclosed for your reference. Sample forms for each quarter are available on both the Federal Financial Institutions Examination Council's Web site (www.ffiec.gov) and the Federal Deposit Insurance Corporation's Web site (www.fdic.gov). A paper copy of the Call Report forms, including the cover (signature) page, can be printed from the Web sites. In addition, banks that use Call Report software can print paper copies of the forms from their software.

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.

Each bank must file its December 31, 1998, Call Report in one of the following two ways:

- A bank may use computer software to prepare its report and then file the report 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
- The institution may complete its report in paper form and arrange with EDS, a Call Report software vendor, or another party to convert its paper report 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, 1999. 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.

A bank that sends a computer diskette directly to EDS must mail the diskette to EDS no later than January 27, 1999. To be considered filed on time, the diskette must be properly addressed, mailed first class, and postmarked on or before January 27, 1999. (A "Certificate of Mailing," U.S. Postal Service Form 3817, may also be used as proof of mailing.) Alternatively, a bank may send the diskette using an overnight delivery system no later than January 29, 1999. 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, 1999.

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 at (800) 688-FDIC (3342) or at (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
Senior Deputy Comptroller
for Bank Supervision Policy
Office of the
Comptroller of the Currency

Richard Spillenkothen
Director
Division of Banking
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Board of Governors of the
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Nicholas J. Ketcha Jr.
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[Attachment](#): Supplemental Instructions, December 1998 Call Report Materials

Distribution: Insured Commercial Banks and FDIC-Supervised Savings Banks

NOTE: Paper copies of FDIC financial institution letters may be obtained through the FDIC's Public Information Center, 801 17th Street, NW, Room 100, Washington, DC 20434 (800-276-6003 or (703) 562-2200).