



**Federal Deposit Insurance Corporation**  
550 17th Street NW, Washington, DC 20429

Division of Supervision

## Reporting Requirements

FIL-105-99  
November 24, 1999

TO: CHIEF EXECUTIVE OFFICER  
SUBJECT: *Required Reports of Indebtedness by Executive Officers and Principal Shareholders*

The attached form FFIEC 004 may be used for complying with the reporting requirements of Title VIII of the Financial Institutions Regulatory and Interest Rate Control Act of 1978 for calendar year 1999. The Act requires each bank's executive officers and principal shareholders to submit an annual report to their board of directors on their indebtedness, and that of their related interests, to correspondent banks.

The use of form FFIEC 004 is optional in meeting Title VIII reporting requirements. The information requested on this form may be submitted to an insured institution's board of directors on any form containing identical information. Form FFIEC 004 is designed to assist a bank's executive officers and principal shareholders in meeting this reporting requirement.

In addition, Part 349 of the FDIC's rules and regulations requires a bank to disclose to the public, upon request, the names of its executive officers and principal shareholders who have indebtedness to their own bank, or to correspondent banks, that exceeds a specified amount. Form FFIEC 004 contains the information to be used to make these disclosures on indebtedness to correspondent banks.

Detailed instructions for preparing form FFIEC 004 are included on the back of the form. The reports should be retained by your bank and not forwarded to the FDIC. Any questions should be directed to your FDIC Division of Supervision regional office.

James L. Sexton  
Director

### [Attachment](#)

Distribution: FDIC-Supervised Banks (Commercial and Savings)

NOTE: Paper copies of FDIC financial institutions 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).