



A Y2K Checklist For Customers

FIL-40-99  
May 4, 1999

TO: CHIEF EXECUTIVE OFFICER  
SUBJECT: *Interagency Y2K Checklist for Customers*

The FDIC, the Federal Reserve Board, the Office of the Comptroller of the Currency, the Office of Thrift Supervision, and the National Credit Union Administration have produced the attached Y2K Checklist for Customers.

The "Checklist" advises customers that financial institutions have been working hard to ensure that their computer systems will operate smoothly in the Year 2000, and that federal and state regulators have been closely monitoring institutions' progress to make sure Y2K issues are being addressed. The "Checklist" explains that despite the best efforts of the industry and the regulators, no one can guarantee that everything will work perfectly. It offers steps that financial institution customers may want to take to prepare themselves for Y2K.

Because the agencies expect a substantial demand for the "Checklist," financial institutions are being provided with the attached camera-ready art so they may produce their own supplies of the one page (two-sided) "Checklist." Institutions may want to consider enlarging the "Checklist" to poster size to display in their lobbies.

*The "Checklist" may be reprinted in its entirety without permission from the FDIC.* The "Checklist" also may be customized to fit the needs of your institution. However, unless the "Checklist" text is used in its entirety, without modification, it may not be attributed to the federal financial institution regulatory agencies. In addition, an institution may translate the "Checklist" into another language without advance approval from the FDIC, but copies should be sent to the FDIC's Year 2000 Project Manager, 550 17<sup>th</sup> Street, NW, MB-5092, Washington, DC 20429.

**Procedures for Obtaining Copies of the "Checklist"**

Copies of the "Checklist" are also available from the FDIC. The "Checklist" may be downloaded from the FDIC's Web site.

Bulk quantities of the "Checklist," up to 100 copies per institution, may be obtained by faxing your request to the FDIC Warehouse at (703) 516-5201. Your request should be written on your institution's letterhead and must include a contact name, a telephone number, the title of the document and the number of copies requested.

Single copies are also available from the FDIC's Public Information Center by writing, faxing, or e-mailing your request.

Write to: FDIC Public Information Center  
801 17<sup>th</sup> Street, NW, Room 100  
Washington, DC 20434

Fax: (703) 562-2296  
E-mail: [Publicinfo@fdic.gov](mailto:Publicinfo@fdic.gov)

For more information about Y2K matters, please visit the FDIC's Web site at [www.fdic.gov](http://www.fdic.gov).

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Attachment: [Checklist](#)  
(38340, [PDF help](#) or [hard copy](#))

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 17<sup>th</sup> Street, NW, Room100, Washington, DC 20434 (800-276-6003 or (703) 562-2200).