



Bank Reports

FIL-52-99  
June 16, 1999

TO: CHIEF EXECUTIVE OFFICER  
SUBJECT: *Reports of Condition and Income (Call Report) for Second Quarter 1999*

The enclosed materials pertain to the Reports of Condition and Income (Call Report) for the June 30, 1999, report date. Please complete your second quarter Call Report and submit the report electronically as soon as possible. Your completed report must be received by July 30, 1999, in accordance with the FILING requirements discussed below. **Note that no extensions of time for submitting reports are granted.**

If you complete your report before July 30, please FILE your report as early as possible rather than waiting until the submission deadline. Should you find later in July that certain information needs to be revised, please make the appropriate changes to the report and promptly submit the revised Call Report data FILE electronically. Early submission aids the banking agencies in editing and reviewing the reports.

As an addition to the physical address information for your bank that is included in the Call Report, the banking agencies request that you also supply the primary Internet Web address, if any, for your bank beginning this quarter. This address appears on the Call Report cover page below the Federal Deposit Insurance Corporation (FDIC) Certificate Number. The agencies will initially treat Web addresses as confidential. For further information, please refer to the enclosed Supplemental Instructions.

In the Call Report for this quarter, banks are required to report the number and amount currently outstanding of loans to small businesses and small farms (Schedule RC-C, part II). This annual schedule is mandated by Section 122 of the Federal Deposit Insurance Corporation Improvement Act of 1991.

All banks must report the number of deposit accounts of \$100,000 or less in the deposit insurance assessments schedule (Schedule RC-O, Memorandum item 1.a.(2)). This information is collected only as of the June 30 report date each year, while the other Schedule RC-O items on the number and size of deposit accounts are completed quarterly.

A sample set of June 30, 1999, report forms is enclosed for your reference. Sample Call Report forms will be sent to every bank each quarter this year. Sample forms also are available on both the Federal Financial Institutions Examination Council's Web site ([www.ffiec.gov](http://www.ffiec.gov)) and the FDIC's Web site ([www.fdic.gov](http://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 generally can print paper copies of blank forms from their software.

Each bank must FILE its June 30, 1999, 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 July 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 July 27, 1999. To be considered FILED on time, the diskette must be properly addressed, mailed first class, and postmarked on or before July 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 July 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 August 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 Reports Analysis and Quality Control 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  
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Office of the  
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Richard Spillenkothen  
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Director  
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Attachment: ([Supplemental Instructions](#))  
(22 Kb - [PDF help](#) or [hard copy](#))

Distribution: Insured Commercial Banks and FDIC-Supervised Savings Banks

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).

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