

BANK REPORTS

FIL-17-2000
March 15, 2000

TO: CHIEF EXECUTIVE OFFICER

SUBJECT: *Reports of Condition and Income (Call Report) for First Quarter 2000*

The enclosed materials pertain to the Reports of Condition and Income (Call Report) for the March 31, 2000, report date. Please complete your first quarter Call Report and submit the report electronically as soon as possible. Your completed report must be received by April 30, 2000, in accordance with the filing requirements discussed below. **No extensions of time for submitting reports are granted.**

If you complete your report before April 30, please file your report as early as possible rather than waiting until the submission deadline. Should you later find 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 you were previously advised, the banking agencies are not adding any items to or deleting any items from the Call Report this quarter.

Each bank with an Internet Web site or home page must report the primary Web address for its site as part of the bank's Call Report submission. On the report forms, the location for disclosing this address is on the cover page below the Federal Deposit Insurance Corporation (FDIC) Certificate Number. If your bank has no Web site of its own and the bank cannot be accessed through an affiliate's Web address, *please leave the Web address item blank*. Examples of Web addresses are www.bank.com, www.isp.com/bank/, and bank.isp.com. Web addresses reported on the Call Report will be publicly available beginning with this quarter's reports. Therefore, please ensure that you accurately report your Web address, if any. For further information, please refer to the enclosed Supplemental Instructions.

All banks are reminded to provide information on the level of auditing work performed by independent external auditors during 1999 (Schedule RC, Memorandum item 1). This information is reported only as of the March 31 report date each year.

A sample set of March 31, 2000, report forms is enclosed for your reference. Sample forms also are available on both the Federal Financial Institutions Examination Council's Web site (www.ffiec.gov) and the FDIC'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 generally can print paper copies of blank forms from their software.

Each bank must file its March 31, 2000, 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.

- An 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 April 30, 2000. 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 the report to EDS by this date.

A bank that sends a computer diskette directly to EDS must mail the diskette to EDS no later than April 27, 2000. To be considered filed on time, the diskette must be properly addressed, mailed first class, and postmarked on or before April 27, 2000. (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 April 29, 2000. 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 May 15, 2000.

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 Policy
Office of the
Comptroller of the Currency

Richard Spillenkothen
Director
Division of Banking
Supervision and Regulation
Board of Governors of the
Federal Reserve System

James L. Sexton
Director
Division of Supervision
Federal Deposit
Insurance Corporation

Enclosures: [Supplemental Instructions](#)

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).