



Bank Reports

FIL-85-99
September 15, 1999

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

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

If you complete your report before October 30, please file your report as early as possible rather than waiting until the submission deadline. Should you find later in October 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.

To assist you in planning for the year 2000, the Federal Financial Institutions Examination Council (FFIEC) and the banking agencies are pleased to advise you that they do not currently plan to add any new items to or delete any existing items from the Call Report next year.

Beginning last quarter, each bank was requested to supply its primary Internet Web address, if any, as an addition to the physical address information that is included in the Call Report. This address appears on the Call Report cover page below the Federal Deposit Insurance Corporation (FDIC) Certificate Number. The agencies are initially treating Web addresses as confidential. For further information, please refer to the enclosed Supplemental Instructions.

Banks that file the FFIEC 031 and 032 version of the Call Report are reminded to complete the items for automobile and other installment loans to individuals that have been securitized and sold (Memorandum items 5.a and 5.c of Schedule RC-L). This information is collected only as of the September 30 report date each year.

A sample set of September 30, 1999, report forms is enclosed for your reference. Sample Call Report forms for December 31, 1999, will be sent to every bank next quarter. Sample forms also are available on both the FFIEC'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 September 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.

- 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 October 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 October 27, 1999. To be considered filed on time, the diskette must be properly addressed, mailed first class, and postmarked on or before October 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 October 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 November 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. Ruston
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
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Attachments:

[Supplemental Instructions](#)

[Call Report Instruction Book Update \(Index\)](#) (35 Kb - [PDF help](#) or [hard copy](#))
[Call Report Instruction Book Update](#) (52 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 17th Street, NW, Room 100, Washington, DC 20434 (800-276-6003 or (703) 562-2200).

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