

May 8, 2009

<<Credit Union Name>>  
<<Credit Union Address>>  
<<City>>, <<State>> <<Zip Code>>

Charter Number: <<Charter Number>>

### **TO THE OFFICIALS OF THE CREDIT UNION:**

In September 2009, the National Credit Union Administration (NCUA) is transitioning to a secure web-based system to capture and display credit union information. As of September 1, 2009, data currently collected through the Report of Officials and 5300 Call Report software will be collected through the new online information system. Additionally, the September 30, 2009 and subsequent Call Report cycles will be completed within the online system.

To use the online system, credit unions must have (1) a computer with Internet Explorer version 6.0 or higher; (2) an Internet connection (high speed is recommended); (3) a valid email address; and (4) a login and password.

Credit unions with the ability to use the online system have been categorized with a filing status of "Online." These credit unions will enter, update, and submit their information through the online system. To increase efficiency, credit unions can have multiple users to assist with inputting and maintaining the data NCUA requires. The online system is more efficient for credit unions and their regulators. All credit unions are strongly encouraged to file electronically.

Credit unions unable to use the new online system have been categorized as "Manual." Manual filing credit unions will receive and complete paper forms and return them to their regulator. Since there is no software to install with the online system, credit unions will no longer have the option to save a file to a CD-Rom or email it to their regulator. All credit unions will either submit their data electronically or complete the paper forms.

Your credit union has initially been identified as a(n) <<Insert filing status here>> filing credit union. To change your filing status, please contact your state or federal regulator, as applicable, to have this information updated by **June 30, 2009**. Regardless of your filing status, every credit union will receive a letter and an instruction guide in early September 2009 with an initial username and password to the online system. Manual filing credit unions will also receive the paper forms.

For additional information about the new online system, please reference the Frequently Asked Questions (FAQ) on NCUA's website under Credit Union Data at <http://www.ncua.gov/OnlineFAQ.pdf>. Additionally, NCUA will host a webcast for the entire credit union industry in the third quarter about the online system. Details about this webcast will be posted on NCUA's website later this year.

# State-Chartered Credit Union Letter for September 2009

Charter Number: XXXXX	Credit Union's Name to Display Here
Cycle Date: 0909	Credit Union's Address to Display Here
Region Code: 1 – 5	Credit Union's City, State and Zip Code to Display Here
<b>Filing Status: Online or Manual</b>	
<b>Online Username: XXXX</b>	<b>Online Password: XXXX</b>

## TO THE OFFICIALS OF THE STATE-CHARTERED CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the September 30, 2009 Call Report. Refer to the top of this page for your filing status and reference the respective section below for specific instructions. This package contains a Online Instruction Guide to assist you in accessing the online credit union profile and 5300 Call Report.

**Report of Officials and 5300 Call Report software:** The Report of Officials and 5300 Call Report software, formerly provided each quarter, are no longer being used or supported. All credit unions must submit their information online or manually.

### Credit Unions Whose Filing Status is Online

**Online Instruction Guide:** This booklet contains instructions for setting up user accounts, completing profile data, and completing and submitting your 5300 Call Report. Your username and password for accessing the online system is located in the box at the top of this page. The login page can be accessed from NCUA's website at [www.NCUA.gov](http://www.NCUA.gov).

**Online Credit Union Profile:** The online credit union profile contains majority of the information formerly collected on the Report of Officials and some information formerly collected on the 5300 Call Report that infrequently changes. All applicable areas of the profile **must** be completed **prior** to submitting your 5300 Call Report. If all required areas are not completed and you have not certified the profile, you will not be able to submit your Call Report. **The profile must be completed online by October 1, 2009.** It is recommended you complete and certify the profile as soon as possible. The Profile Form and Instructions can be downloaded and printed from NCUA's website at the following link: <http://www.ncua.gov/DataServices/Data/5300/5300FutureCycles.aspx>. Instructions are also available on each online webpage.

**5300 Call Report:** The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. Several pages of the Call Report have been moved to the online credit union profile. **The 5300 Call Report must be submitted online by October 19, 2009.** The 5300 Call Report Form and Instructions can be downloaded and printed from NCUA's website at the following link: <http://www.ncua.gov/DataServices/Data/5300/5300FutureCycles.aspx>. Instructions are also available on each online webpage.

All errors must be resolved and a comment must be provided for each warning before the Call Report can be submitted.

You are not required to return either of the paper forms. However, you should retain a copy of both forms in your permanent records. Some State Supervisory Authorities (SSAs) require their credit unions to send financial statements directly to their office headquarters even if the 5300 is submitted online.

**Completion Date: THE PROFILE MUST BE COMPLETED BY OCTOBER 1, 2009. THE 5300 CALL REPORT DATA MUST BY COMPLETED AND SUBMITTED ONLINE BY OCTOBER 19, 2009. The processor of your reports will contact you with any questions.**

**Password:** Your online username and password to access the online system is in the box at the top of this letter. You will be required to change this password the first time you login. You will also be required to enter a valid email address. In the future, if you forget your password, you can use the online system to retrieve it and/or contact a credit union administrator. Please reference the enclosed Online Instruction Guide for additional details. Please note: your eSend password cannot be used to initially access the online system. Credit unions must use the password in the box at the top of SCUSample.doc

the page for their initial login.

**Technical Support:** Please call NCUA Customer Service at 1-800-827-3255 with any technical questions about filing online. If you have computer difficulties or interruption that will prevent you from submitting your information online, please contact the SSA Office listed below for an alternative method to submit your data.

### **Credit Unions Whose Filing Status is Manual**

**Online Instruction Guide:** If you have been identified as a manual filing credit union you are allowed to submit paper forms. However, if you are able to submit your information through the online system, please reference this booklet for instructions about setting up user accounts, completing profile data, and completing and submitting your 5300 Call Report. Your username and password for accessing the online system is located in the box at the top of this page. If you have elected to file your data in the online system, please notify the SSA Office listed below so they can change your filing status. Follow the instructions on the first page in the section titled "Credit Unions Whose Filing Status is Online."

**Credit Union Profile Form and Instructions:** The credit union profile contains majority of the information from the Report of Officials program and some information formerly collected on the 5300 Call Report that infrequently changes. The paper copy of the form is provided for you. All applicable areas of the profile form **must** be completed and submitted by **October 1, 2009** to the SSA Office listed below. You should also retain a copy of the form in your permanent records.

**5300 Call Report Form and Instructions:** The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. The paper copy of the form is provided for you. Please complete this form and return it to the SSA Office listed below with a copy of your September 30, 2009 financial statements by **October 19, 2009**. You should also retain a copy of the form in your permanent records.

**Return Date: THE PROFILE FORM MUST BE COMPLETED AND RETURNED BY OCTOBER 1, 2009. THE 5300 CALL REPORT FORM MUST BY COMPLETED AND RETURNED BY OCTOBER 19, 2009. Both forms will be sent to the SSA Office listed below. The processor of your reports will contact you with any questions.**

**Technical Support:** Please call NCUA Customer Service at 1-800-827-3255 with any technical questions about filing online. Please direct any non-technical questions to the SSA Office listed below.

State Contact Person's Name to Display Here	<b>Email:</b> State Contact Person's Email Address to Display Here
State Contact Person's Title to Display Here	<b>Phone:</b> State Contact Person's Phone Number to Display Here
State's Address to Display Here	<b>Fax:</b> State Contact Person's FAX Number to Display Here
State's City, State and Zip Code to Display Here	
State Contact Person's Name to Display Here	