

## Federal Credit Union Letter for December 2008

Charter Number: XXXXX	Credit Union's Name to Display Here
Check Digit: XXXX	Credit Union's Address to Display Here
Cycle Date: 1208	Credit Union's City, State and Zip Code to Display Here
Region Code: 1 – 5	

### TO THE OFFICIALS OF THE FEDERAL CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the December 31, 2008 Call Report. This package contains a copy of the Call Report Template and Instructions, the Call Report (form 5300), the PC 5300 *Windows* program compact disk, and a copy of the PC 5300 *Windows* Checklist.

**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.

**Call Report Form and Instructions:** The Call Report Form and Instructions should be referenced while completing the actual form 5300. The Call Report Form includes all of the 5300 account numbers for each 5300 page provided in the "amount boxes". The Instructions start after page 18 of the 5300 Call Report Form.

The paper copy of the form is provided for your convenience. You are not required to return the form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 8.d. Your charter number and check digit are listed at the top left corner of this page.

**Technical Support:** Please call NCUA Customer Service at 1-800-827-3255 with any software questions. Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.

**Return Date:** The processor of your report will contact you with any questions. If you use the eSend, Email, or fax options, the processor will be the examiner listed below. For your convenience, there are several methods available to deliver your report with the preferred order of delivery listed as follows:

- 1) eSend to NCUA using the PC 5300 program;
- 2) Email the 5300 xml upload file to your examiner's email address listed below;
- 3) Fax the completed form to your examiner at the number listed below; or
- 4) Mail the hard copy to the regional office at the address listed below.

If you choose Option 3 or 4 as your delivery method, please contact the examiner listed below prior to sending your report to confirm arrangements. You will also need to submit a copy of your credit union's financial statements for the period ending December 31, 2008.

**THE COMPLETED FORM OR DISKETTE MUST BE RETURNED BY JANUARY 20, 2009.**

Contact Examiner's Name to Display Here	
National Credit Union Administration	<b>Email:</b> Examiner's NCUA Email Address to Display Here
Examiner's Regional Office Address to Display Here	<b>Phone:</b> Examiner's Phone Number to Display Here
Examiner's Regional Office City, State and Zip Code to Display Here	<b>Fax:</b> Examiner's FAX Number to Display Here

**Password:** Your security passwords required to use eSend for the Call Report and Report of Officials are self-managed via NCUA's password management system. The website address for the password management system is <https://webapps.ncua.gov/CUPMS>. You can use this system to change your password, set up challenge questions for future retrieval of lost or forgotten passwords, and request your password be sent to the email address or fax number on record.

**eSend to NCUA:** Credit unions with Internet access and using NCUA provided software can securely upload the Call Report and Report of Officials (ROO) data for processing with the eSend option. Please refer to the program instructions for further details. All errors must be resolved and a comment must be provided for each warning before using this option.

**Report of Officials:** The 2009 Report of Officials (form 4501) and the report's *Windows* software are enclosed with the December 2008 call report materials. The form, software, and user instructions are also available on the current CD and on our website at [www.ncua.gov/GuidesManuals/roofficials/roofficials.html](http://www.ncua.gov/GuidesManuals/roofficials/roofficials.html).