



Office of Thrift Supervision
Department of the Treasury

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6000

July 2, 2007

TO: The Financial Report Preparer of the Institution Addressed

SUBJECT: 2007 Annual Report on Deposits and Savings Accounts by Home and Branch Offices
Branch Office Survey (BOS) Report

This letter provides instruction for the 2007 BOS Report for deposit information as of June 30, 2007. Please ensure that you include escrows with deposits for each reported office/branch. Do not aggregate escrows into one branch. Upon completion of your report, review for accuracy, run the edit checks, and submit the report electronically using the Electronic Filing System (EFS). You can transmit your BOS report any time after you have submitted your June Thrift Financial Report (TFR). The filing deadline for the BOS Report is Monday, August 27, 2007.

- You must install the OTS Electronic Filing System (EFS) Version 6.1 to prepare and transmit your June TFR and BOS reports.
- Trust-Only entities are not required to file a BOS report.
- You must download your 2007 BOS shell report from the OTS system to ensure you have accurate data. If you are a new entity, enter 2007 BOS data directly onto the report.
- The 2007 Branch Office Survey allows thrifts to import deposits from external file sources. The OTS strongly encourages institutions with large numbers of branches to take advantage of this feature. More information regarding how to import your branch deposits is attached and can be found at: <https://xnet.ots.treas.gov/efsnet/bulletins/BOSImportDepositsGuide.pdf>
- Your Total Branch Office Deposits must equal the total of your TFR Deposits reported on SC710 and Escrows reported on SC712.
- You will not be able to transmit your BOS data with any edit check failures.
- You can transmit *amendments* to your 2007 BOS data via the EFS filing software through September 30, 2007. For any corrections after September 30, contact Cheyann Houts in Dallas, TX, at (972) 277-9617.

Detailed instructions for preparing the 2007 BOS are printed on the reverse side of this letter. If you have questions about the annual BOS report, please contact your FRD Analyst in Dallas, or Cheyann Houts, also in Dallas, TX, at (972) 277-9617.

Please refer to the June 2007 Financial Reporting Bulletin for any news regarding the latest release of the EFS filing software. For software or transmission questions, e-mail efs-info@ots.treas.gov or call the toll free EFS Helpline Message Center at (866) 314-1744. For security purposes, please include your 5-digit docket number in the Subject line of all e-mail correspondence, and within your voicemail messages.

Sincerely,

Wayne G. Leiss
Chief Information Officer
Information, Technology & Finance