

NCUA LETTER TO CREDIT UNIONS

NATIONAL CREDIT UNION ADMINISTRATION 1775 Duke Street, Alexandria, VA 22314

DATE: October 1999 **Letter No.:** 99-CU-16

TO: Federally Insured Credit Unions

SUBJ: Final Preparations for the Century Date Rollover

The vast majority of credit unions are well prepared for the century date change. Currently, 99.5% of credit unions are rated, "Satisfactory," NCUA's highest rating. Of the credit unions which are rated "Less than Satisfactory," plans are in place to ensure these institutions are ready for the century date change. NCUA is confident that all federally-insured credit unions will be ready for the Year 2000.

During the remainder of this year, credit unions will be making final preparations for the century date rollover. This letter describes the following important considerations for credit unions during this period:

- Communications with your members,
- Contingency planning - issues NCUA is observing during our reviews,
- Final opportunity testing,
- Operating hours during the century rollover event, and
- Developing an event rollover plan.

This letter will also discuss three NCUA "Century Date Rollover" initiatives:

- Response teams,
- Asset liability backup requirement for credit unions rated less than satisfactory, and
- Credit union "health checks" during the century date rollover weekend.

Communication with your members

Effective communication is essential when informing your membership about your efforts to prepare for the century date change. Your members' perceptions of your Year 2000 readiness will be determined to a large extent by how you choose to communicate with them. You should actively communicate with your members about the Year 2000 date change; credit unions that wait for members to initiate communication will allow others to have an impact on their members' perception of the credit union's readiness. Do not allow

sensational news reports to be the only information your members hear about the Year 2000 date change.

Ensuring your membership has access to timely, accurate information is critical. It is not uncommon for computer systems to be periodically unavailable for reasons such as system maintenance, communications disruptions, or power outages. As we approach the century date change weekend, it is likely that normal interruptions in service may be misinterpreted as Year 2000-related problems. Recently, there was a news story about an ATM machine which failed to work on September 9, 1999. Because this date was a potential Year 2000 problem date, many believed the ATM's failure was related to the Year 2000. Due to the credit union's proactive communication efforts, NCUA and the membership quickly learned that the ATM's failure was completely unrelated to the Year 2000.

Credit unions are in the best position to communicate with their members about the Year 2000 readiness of their credit union and should be actively involved in that process now.

Year 2000 communication strategies can be found through many sources. Credit unions might find useful the "Y2K Communication Kit," which can be found on the web site: <http://www.cuy2k.org>, under the heading "Member Issues." Another source of communication information is the FFIEC¹ web site which contains a document titled "Year 2000 Customer Communication Outline," (<http://www.ffiec.gov/custom.htm>). A number of other organizations, including credit union leagues and the President's Council on Year 2000 Conversion (web site <http://www.y2k.gov>), have also published communications plans. Appendix A contains additional information on communication plans.

Contingency Planning

NCUA has published a number of documents on contingency planning, beginning with the FFIEC letter on contingency planning (all available on NCUA's web site - <http://www.ncua.gov>). As credit unions review their contingency plans, they should ensure the following elements are considered:

- Board of Directors delegation of authority,
- Management delegation of authority,
- Reciprocal disaster recovery agreements,
- Staff and vendor communications,
- Contingency plans of information system service bureau vendors, and
- Data backup procedures.

See Appendix B for more discussion on each of these elements.

¹ The FFIEC is the Federal Financial Institutions Examination Council and consists of the National Credit Union Administration, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, and the Office of Thrift Supervision.

Final Opportunity Testing

Credit unions have an opportunity to operate their computers on Saturday, January 1, 2000, and Sunday, January 2nd. This “final opportunity” provides credit union management with an opportunity to test their computer systems in a “real” Year 2000 environment, providing officials one last opportunity to exercise their due diligence in managing the century date change. This also will provide officials time to initiate contingency and communication plans, should the unexpected occur.

Operating Hours During the Event

Some credit unions are considering staying open late on Thursday, December 30, 1999, to assure their members that all is well; others are considering closing early to ensure ample time to perform end-of-year processing and last minute testing. Some credit unions normally close the entire last week of December should their sponsor be closed. Some credit union officials have asked for NCUA’s position on operating hours during the final days of 1999.

NCUA believes that management must determine the best approach for their institution in regard to operating hours. Many credit unions believe that a “business as usual” approach is most appropriate. Should you decide to operate on a different schedule than your normal operating hours, it is imperative that this change be communicated to your membership, so that your members do not develop unwarranted concerns.

Developing an Event Rollover Plan

Credit unions should consider developing an “Event Rollover Plan” to coordinate the events involved during the actual century rollover. An “Event Rollover Plan” describes the operational steps the credit union will take during the transition from 1999 to 2000. This document identifies the operational procedures and timing of events that will occur from year-end data processing through the date rollover to the opening of the new year. An “Event Rollover Plan” should be developed with input from your information systems vendors.

Please see Appendix C for additional information on “Event Rollover Plans.”

NCUA’s Initiatives

Asset Liability Backup

Credit unions which are rated by the NCUA as less than satisfactory, as of September 30, 1999, in their Y2K preparations, will be required to prepare a standard data set of loan and share information known as an “Asset Liability Backup” (ALB) file. The file layout of the ALB can be found in Appendix D. Credit unions subject to the ALB program will be notified and provided more information by their examiners and their regional directors.

NCUA Response Teams

In conjunction with NCUA's Business Resumption Plan, a supervisory response team initiative has been established to deal with emergency situations resulting from the Y2K date conversion. Each region, along with various state supervisory authorities, has designated staff to serve on special "response teams" and will be mobilized as needed to address any major system disruptions or failures that may render a credit union's systems inoperable. These teams will be deployed in circumstances where the credit union's contingency plan fails to restore critical systems and the credit union's business viability is in question.

Credit Union "Health Checks"

NCUA will be collecting "health check" information from all credit unions during the century date rollover weekend. Expect a call from your NCUA examiner or your State Supervisory Authority. Health check information will be summarized and will be available for NCUA internal management as well as for release to the President's Year 2000 Information Center and the media.

Summary

Credit unions are well prepared for the century date change. Ensuring a smooth transition involves planning for the unexpected, maintaining effective communications, and executing a coordinated rollover. During the remaining months of 1999 the credit union community will need to cooperate through effective communications, proper contingency planning, and coordination of efforts that maintains your member confidence in the credit union financial system.

Sincerely,

/s/

Norman E. D'Amours
Chairman, NCUA Board

Appendix A - Year 2000 Communications

An effective "Year 2000 Communication Plan" should include a process by which the Year 2000 readiness of the credit union is shared with interested third parties, such as members and the media. Credit unions should also plan to communicate their status after the century date change weekend.

"Year 2000 Communication Plans" must be tailored to the individual credit union and might contain the following elements:

- Member Communications

• Strategies that outline consistent member communication efforts such as newsletters, statement stuffers, town hall meetings or member outreach seminars, web sites, direct mailings, banners in the lobby, annual reports, telephone hot-lines, advertisements, information while "on-hold" or accessing an automated response unit,

(The NCUA has provided two documents for credit unions to use when communicating with members: the Y2K Checklist, and the Member Brochure, both available on NCUA's web site. The NCUA News also provides a good source for information on Year 2000 issues, such as communications. The recent "Special Y2K Edition," along with other past issues can also be obtained on our website,)

• Scripts for employees who handle member transactions to ensure that accurate and consistent information is communicated to members,

• Trained staff designated and available to meet with a member should a member's concerns not be satisfied,

• Answers to anticipated member concerns such as:

- * Availability of cash,
- * Operability of ATM machines,
- * Direct payroll,
- * Proper credit for payments made,
- * Changes in operating hours,
- * The need to maintain personal records, and
- * Availability of statements.

Appendix A - Year 2000 Communications

- Media Relations
 - ⇒ *Start planning now for that phone call from the press. Review information on media communications strategies and develop your own. Develop a media plan which addresses the following key points:*
 - * Designation of one person to communicate with press,
 - * Designation of appropriate backup communication personnel,
 - * Development of fact sheets that can be provided to the media and interested parties,
 - * Development and issuance of press releases.

- Staff
 - ⇒ *Insure that procedures are in place to communicate with staff in the event of a crisis. Maintain a updated list of telephone numbers, e-mail addresses, and street addresses,*

- NCUA
 - ⇒ *Ensure that you have the name and phone number of your primary NCUA contact person (normally your examiner). Be prepared to provide NCUA with an update of your Year 2000 status during the rollover weekend and on January 3, 2000. NCUA or your state supervisory authority will be collecting "health check" information from all credit unions. Summaries of this assessment will be available for internal management as well as for release to the President's Year 2000 Information Center and the media.*

Appendix B - Contingency Planning - issues NCUA is observing during our reviews.

Contingency planning efforts should largely be completed and tested at this time. During our field review of contingency plans, we found a number of common areas which we feel deserve additional consideration.

- Board of Directors Delegation of Authority and Management Delegation of Authority

In the event of an emergency, available staff should know who has what authority. The board of directors should establish a written "chain of command" passed by a board resolution which authorizes certain individuals to act in the event of an emergency. Likewise, credit union management should establish procedures and designate individuals who will assume responsibility in the event of the absence of key employees.

- Reciprocal Disaster Recovery Agreements

It is common for credit unions that use the same data processing system to agree to serve as each other's backup site. Typically, these are agreements to host one another should either credit union experience a disaster. Credit unions are advised to review these agreements in light of the Year 2000 concerns. It is generally a good idea to have any type of reciprocal agreement in writing. Such agreements should be approached as legal contracts, and all aspects should be considered. All types of agreements should be tested. Now is a good time to test your disaster recovery hot-site or reciprocal disaster and recovery agreements.

- Staff and Vendor Communications

Maintaining communications with key staff and vendors is an essential aspect of a credit union's "Business Resumption Contingency Plan." Management should have immediate contact phone numbers of all staff available.

- Contingency Plans of Information System Service Bureau Vendors

Credit union clients of service bureaus should be familiar with their vendors' business resumption contingency plans. Credit unions are encouraged to request and review their vendors' contingency plans including their Year 2000 "Business Resumption Contingency Plans." The remaining part of 1999 is a good time to ensure sufficient familiarity and understanding of this important element of your contingency plan.

- Data Backup Procedures

Periodic backup of computer data is a normal business procedure for all credit unions. This procedure should be incorporated to address the date rollover period, and should be included in the credit union's "Business Resumption Contingency Plan." Some credit unions have modified their "Records Retention Programs" to suit the century rollover;

Appendix B - Contingency Planning - issues NCUA is observing during our reviews.

others have put into place separate Year 2000 "Records Retention Programs" designed to equip credit union management with sufficient member data to operate manually or to move operations to an alternate site. Credit unions should consider having a member trial balance printed after year-end closing is completed on the last business day of 1999.

Credit unions should ensure that backup procedures are ready to go. If you are not familiar with backup procedures, you should contact your primary information systems vendor and familiarize yourself with the process.

Appendix C - Event Rollover Plan

An “Event Rollover Plan” should contain the following elements:

- Preventive Steps that Must be Taken

Preventive steps include actions that must be taken to avoid problems such as manually resetting equipment clocks, stopping applications that can not process transactions across the 1999 to 2000 transition, and any data conversions that may be necessary for 1999 data to be used during the next century. See your information systems vendor for any preventative steps that must be taken during the century date transition.

- Precautionary Steps that Should be Taken

Precautionary steps include actions which protect the credit union from unknown problems, such as maintaining a hard copy member trial balance. See your information systems vendor for information on precautionary steps for your computer environment.

- Specific Steps that Need to be Taken During the Transition

Specific steps that need to be taken during the transition relate to year-end processing, year-end reports, specific steps involved with the clock rollover--steps which must be taken to begin the new year. These steps should be part of your information systems documentation. If not, ensure that your information systems vendor provides you with any necessary instructions.

- The Time at Which the Plan Begins and Ends
- Staff that Will be Involved in the Plan
- Steps Which Should be Taken to Validate the Rollover

Appendix D - Asset Liability Backup

The attached "Asset Liability Backup" is a list of fields developed as a tool for requesting data from a credit union rated "Unsatisfactory" for the purposes of NCUA's Contingency Plan. For your convenience, descriptions of each field are provided.

STANDARD DEPOSIT DATA PREFERENCES:

1. Data must be provided in an ASCII-flat, tab delimited file.
 - a) The preferred media is diskette, CD, or ZIP Disk.
 - b) All deposit records should be included in one file. Separate files are acceptable in those cases where the data will not fit on the selected media type.
 - c) Diskette and CD files zipped with PKZIP or WINZIP are also acceptable.

If data cannot be provided on preferred media, or you cannot provide the data in ASCII format, please contact your NCUA Regional Office for possible alternatives.

2. Please provide ALL requested data where possible.
3. Provide a record layout in a printout accompanying the file. The field order and field names are indicated. The field names are under the column heading "NCUA NAME." Your record layout must include field order, field name, type (e.g. Character, Numeric), field length and decimal places (precision).
4. Do not duplicate records within the download.
5. Decimal points should be included in the data provided, not implied (i.e., \$10,300.75 should be provided as 10300.75, interest rate of 8.45% should be provided as .0845). Please do NOT include packed or zoned decimals.
6. Date formats should be MM/DD/YYYY (i.e., March 14, 2001 should be provided as 03/14/2001).
7. All loan records should be included in one file. Separate files are acceptable in those cases where the data will not fit on the selected media type.
8. All information for each loan must be contained within one record.
 - a) Participation sold data should not be provided as a separate record (provide as separate field).
 - b) Partial charge-off data should not be provided as a separate record (provide as separate field).
 - c) Completely charged-off loans and paid-off loans should not be included in the download.
 - d) Loans with partial charge-off should be provided with balances net of partial charge-off.

Appendix D - Asset Liability Backup

Liability Format

Data Field		Definition	NCUA Name	Data Type	Data Length	Dec
1	Account Status	Code defining account status (Open, Closed, Dormant, etc).	STATUS	C	4	
2	Branch Number	Branch Number	BRANCH	C	4	
3	Account Number	Unique account number. Include all fields required to avoid duplicate account numbers.	ACCTNO	C	16	
4	Tax ID Number	Taxpayer identification number of the primary account holder (ex: 428-78-1992 or 58-2345679. Include Hyphens).	TAXID	C	11	
5	Customer Short Name	Alpha sort key used to create an alpha list of accounts.	SHORTNAME	C	20	
6	Customer Name	Full name line 1 as it appears on deposit account.	NAME1	C	40	
7	Joint Customer Name	Full name line 2 as it appears on deposit account.	NAME2	C	40	
8	Customer Street Address	The street address as it appears on the statement. May also be provided in multiple fields (provide as ADDR1, ADDR2, ADDR3, etc.)	ADDR1	C	40	
9	Customer City	Address city as it appears on statement.	CITY	C	25	
10	Customer State	State postal abbreviation as it appears on statement.	STATE	C	2	
11	Customer Zip	Address zip code as it appears on statement – no hyphens.	ZIP	N	9	
12	Financial Institution's Account Type	The Financial Institution's account types. Use any pertinent codes relevant to identifying the type of account.	FITYPE	C	4	
13	Account Type Description	Description of the Financial Institution's account types. May also be used to describe class codes.	FIDESC	C	20	
14	Account Type	Claim Types (EX: DDA, SAV, CD, NOW, MMA, IRA, KEO (KEOGH), TRU (TRUST)).	FDICTYPE	C	4	
15	GL Code	Financial Institution's GL code that the account is aggregated to for GL accounting.	GLCODE	C	6	
16	GL Code Description	Description of Financial Institution's GL code that the account is aggregated to for GL accounting.	GLDESC	C	20	
17	Class Code	All codes identifying deposit account products on bank's system (may be the same as FITYPE).	CLASS	C	4	
18	Municipality	Indicates account of state, county, or municipal entity.	MUNICIPAL	C	4	
19	Current Account Balance	Current principal account balance.	CURRBAL	N	15	2
20	Accrued Interest	Accrued interest earned but not paid on the account. Enter zero if not interest bearing.	ACCRINT	N	15	2
21	Per Diem	Daily accrual amount or per diem. Enter zero if blank or null.	PERDIEM	N	9	5
22	Interest Paid Year to Date	Interest paid year to date. Enter zero if not interest bearing.	INTPYTD	N	15	2
23	Interest Rate	Current interest rate applicable to account on cutoff date. Rate is based on the current balance, not base rate. If minimum balance requirements are not met, rate is zero.	RATE	N	8	5
24	Original Date	Date account opened.	ORIGDATE	D	8	
25	Maturity Date	Maturity date for all CDs and IRA accounts.	MATDATE	D	8	
26	Interest Paid Through Date	Date interest is paid through.	PDTHRU DT	D	8	
27	Collateral Account Number	Loan account number for which this deposit account is securing as collateral.	LOANACCT	C	16	
28	Overdraft Account Number	Overdraft Protection account number this account is tied to.	OPDACCT	C	16	
29	Available Overdraft Protection Amount	Current available Overdraft Protection Balance	AVAILOD	N	15	2
30	Average Daily Bal	Average daily balance, maintained for the current statement period (monthly, quarterly).	DAILYBAL	N	15	2
31	Available Bal	Current available balance	AVAILBAL	N	15	2
32	Hold Code	Hold code(s)/flag(s) indicating account secures a loan(s).	HOLD CODE	C	4	
33	Hold Description	Description of hold code(s)/flag(s) indicating account secures a loan(s) etc.	HOLDDESC	C	20	
34	Hold Amount	Amount of hold(s).	HOLDAMT	N	15	2

Appendix D - Asset Liability Backup

Asset Format

	Data Field	Definition	NCUA Name	Data Type	Data Length	Dec
1	Borrower Name	The full legal name (Last Name, First Name, MI) of the borrower (preferred). The information may also be provided in multiple fields (Last Name in field called NAME1, First Name in a field called NAME2, MI in a field called NAME3).	NAME	C	50	
2	Borrower Short Name	Abbreviated name assigned to each borrower.	SHORTNAME	C	50	
3	Borrower Street Address	The street address where the borrower's home or head office is located. May also be provided in multiple fields (provide as ADDR1, ADDR2, ADDR3, etc.)	ADDR1	C	50	
4	Borrower City	The city where the borrower's home or head office is located	CITY	C	40	
5	Borrower State	The state where the borrower's home or head office is located.	STATE	C	2	
6	Borrower Zip	The zip code where the borrower's home or head office is located.	ZIP	C	10	
7	CIF Number	Central Information File identifier. The number that links all loan, deposit, and other accounts to the borrower. (This number may be the same as the Borrower ID Number).	CIF	C	15	
8	Insider	Indicates if the borrower is either an insider of the credit union or a related interest of an insider of the credit union. If possible, indicate the type of insider (i.e., director, executive officer, principal shareholder, non-executive officer, or employee).	INSIDER	C Y/N	1	
9	Tax ID Number	Taxpayer identification number of the primary account holder (i.e., 428-78-1992 or 58-2345679. Include Hyphens).	TAXID	C	11	
10	Accrued Interest	Total amount of interest accrued and unpaid on a note/credit facility.	ACCRINT	N	14	2
11	Amortizing or Non Amortizing Status	Indicates if the note/credit facility is amortizing or non-amortizing.	AMORTCD	C Y/N	1	
12	Branch ID	Identifies the branch location where the note/credit facility was originated or is managed. Please inform the examiner-in-charge if this identification number is part of the note/credit facility number.	BRANCH	N	3	
13	Charged-Off Amount	The amount associated with the note/credit facility that has been charged off. If the note/credit facility balances reported elsewhere are not net of charged-off amounts, indicate this to the examiner.	CHGOFFAMT	N	14	2
14	Co-Maker or Joint Maker	The name of the co-maker(s) or joint maker(s) whose signature(s) appears on the promissory note or loan agreement.	COMAKER	C	50	
15	Current Balance	The portion of the note/credit facility that appears as an asset on the credit union's General Ledger. This balance is net of all participations sold, charge-offs, and specific reserves.	CURRBAL	N	14	2
16	Number of Days Past Due	If interest or principal is delinquent, indicate the number of days delinquent. If both are delinquent, indicate the larger of the two numbers.	DAYSULATE	N	4	
17	Dealer Code	The code identifying loans accepted from auto, mobile home, or other sales agents.	DEALERCD	C	5	
18	Dealer Name	Dealer Name	DEALNAME	C	50	
19	Dealer Reserve Balance	The amount of the dealer reserve held in conjunction with the applicable account.	DEALERRES	N	14	2
20	Escrow Balance	The amount currently held in escrow for payment to third parties, such as insurance and real estate taxes.	ESCRBAL	N	14	2
21	Guarantor or Endorser Name	Name of the individual or entity that guarantees, in part or in full, the borrower's note.	GTYNNAME	C	50	
22	Index	The specific underlying market index used to calculate the interest rate of an adjustable rate note/credit facility (i.e. LIBOR, Wall Street Prime, Cost of Funds Index, One-Year Treasury Bill).	INDEX	C	10	
23	Interest Rate	The interest rate currently applicable to the note/credit facility. If the interest rate is variable, indicate the current rate (i.e., .0725%, not Prime + 1).	RATE	N	8	3
24	Interest Paid to Date	Amount of interest collected since origination or other institution-defined time period.	INTPAID	N	14	2
25	Interest Rate Reset Interval	The time between periodic reset dates for variable or adjustable rate loans.	RTCHGFRQ	N	3	

Data Field		Definition	NCUA Name	Data Type	Data Length	Dec
26	Interest Rate Reset Date	The next periodic reset date for variable or adjustable rate loans.	RESETDTE	D		
27	Last Payment Date	Date the last payment was made.	LASTPMT	D		
28	Last Renewal Date	Date on which the legally binding note/credit facility was extended or renewed, even if principal reductions have been made.	LASTRENEW	D		
29	Late Charges	Late charges that are currently due.	LTCHGBAL	N	14	2
30	Lifetime Interest Rate Cap	The upper limit on the interest rate that can be charged over the life of the loan.	RTCEIL	N	8	3
31	Lifetime Interest Rate Floor	The lower limit on the interest rate that can be charged over the life of the loan.	RATEFL	N	8	3
32	Maturity Date	The date on which the legally binding note/credit facility matures.	MATDATE	D		
33	Mortgage Loan Type	For real estate loans, indicates if the note/credit facility is secured by a first lien on single-family residential real estate.	MTGTYPE	C	15	
34	Next Payment Date	Date the next scheduled payment is due.	NXTDUEDT	D		
35	Non-accrual	Indicates if the note/credit facility is on non-accrual status.	NONACCRCD	C Y/N	1	
36	Note Number or Credit Facility Number	The number used by the credit union to uniquely identify a note/credit facility.	ACCTNO	C	15	
37	Note Type or Credit Facility Type	A code representing the type of loan.	LOANTYPE	C	5	
38	Note Type or Credit Facility Type Description	A description of the code representing the type of loan.	TYPEDESC	C	15	
39	Number of Payments	The number of payments specified in the loan agreement or note.	PAYNUM	N	3	
40	Number of Extensions	The number of times the loan has been extended beyond original maturity date.	EXTENDS	N	2	
41	Original Balance	The amount of the note or credit facility that has been executed. If a note/credit facility has been renewed one or more times and the original amount is not available, provide the amount most recently executed.	ORIGAMT	N	14	2
42	Original Date	The date your institution extended credit to the borrower. Date should be consistent with the information provided for original balance.	ORIGDATE	D		
43	Payment Amount	Amount of regularly scheduled payments.	PAYAMT	N	14	2
44	P&I Payment	Amount of regularly scheduled P&I payments.	PIAMT	N	14	2
45	Payment Frequency	The frequency payments are due to the credit union (i.e., monthly, quarterly, annually).	PAYFREQ	C	15	
46	Periodic Interest Rate Cap	For variable or adjustable rate loans, the maximum percentage points that the rate may change each reset interval.	PRTCAP	N	8	3
47	Basis Code	Day basis on which interest calculations are made, 3/360, Actual/360	BASIS	C	12	
48	Revolving Line of Credit	Indicates if the loan is a revolving line of credit.	REVCODE	C	5	
49	Security Perfection Date	The date that the last security interest, lien, or UCC-1 was perfected.	PERFDATE	D		
50	Times Past Due 30-59 Days	Number of times the note/credit facility has been past due 30-59 days during the last 12 months of the loan.	LATE30	N	4	
51	Times Past Due 60-89 Days	Number of times the note/credit facility has been past due 60-89 days during the last 12 months of the loan.	LATE60	N	4	
52	Times Past Due 90+ Days	Number of times the note/credit facility has been past due 90 or more days during the last 12 months of the loan.	LATE90	N	4	
53	Total Commitment	The sum of the outstanding balance and the undisbursed amount legally available to be drawn upon.	CREDLMT	N	14	2
54	Troubled Debt Restructured Code	Code indicating if the note/credit facility is considered to be a troubled debt restructure.	RTDCODE	C Y/N	1	
55	Unfunded or Undisbursed Balance	The amount legally available under a note/credit facility that has not been disbursed.	UNFUNDED	N	14	2
56	Variable Rate Code	Code indicating adjustable, floating, or variable interest rate.	RATECODE	C	5	
57	Variable Rate Description	Description of code indicating adjustable, floating or variable interest rate	RATEDESC	C	15	

58	Collateral Code	The code associated with a unique collateral type (i.e., commercial real estate, 1-4 family real estate, UCC filings, marketable securities).	COLLCODE	C	5	
59	Collateral Description	The narrative description of collateral or a description referencing a collateral code. The collateral code for each description must be included in a separate table.	COLLDESC	C	50	
60	Collateral State	State in which the collateral is located.	COLSTATE	C	2	
61	Collateral Value	The total value assigned to the collateral. If the credit union has adjusted this value, examiners should be notified.	APPRLAMT	N	14	2
62	Collateral Valuation or Appraisal Date	Date collateral was last appraised or valued.	APPRDATE	D		
63	Insurance Code/Flag	A code indicating the status of insurance covering collateral for a note/credit facility.	INSCODE	C	5	
64	Insurance Expiration Date	The date that the related insurance policy covering credit union collateral expires.	INSEXP	D		
65	Lien Status	The priority lien held by this credit union (i.e., 1st lien, 2 nd lien).	LIENCODE	C	10	
66	Participating Institution Code	Code indicating the institution participating in the credit. If the credit is sold to multiple institutions, please indicate this to examiners.	INVESTOR	C	5	
67	Participating Institution Description	Description of the code indicating the institution participating in the credit. If the credit is sold to multiple institutions, please indicate this to examiners.	INVDESC	C	50	
68	Participation Amount	The current outstanding dollar amount of the loan sold to or purchased from another institution.	PARTSOLD	N	14	2
69	Participation Code	A code indicating that the loan/credit facility involves a participation purchased or sold. Please identify the purchased and sold codes.	PARTTYPE	C	5	
70	Participation Code Description	Description of the code indicating that the loan/credit facility involves a participation purchased or sold.	PARTDESC	C	15	
71	Participation sold original Amount	The original amount of the loan Participation sold or purchased.	PARTORG	N	14	2
72	Rebate Flag	Flag indicating there is any kind of rebate associated with the account. (i.e., insurance, interest etc.)	REBATE	C Y/N	1	

