

Sample Letter For Federal Credit Unions Receiving Only Form 5300

Charter : XXXXX
Check Digit: XXXX Credit Union's Name to Display Here
Cycle Date: 0304 Credit Union's Address To Display Here
Region: 1 Credit Union's City, State and Zip Code To Display Here

TO THE OFFICIALS OF THE FEDERAL CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the September 30, 2004 Call Report (form 5300). This package contains a copy of the Call Report (form 5300), the PC 5300 *Windows* program compact disk, a PC 5300 data disk, a copy of the PC 5300 *Windows* Checklist, and a return mailer.

Call Report: The report contains eight core pages that all credit unions are required to complete and seven supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. All credit unions must answer the five "credit and borrowing arrangements" questions on page 15. **Please carefully review the *Instructions for Reporting Requirements* located in the Call Report**, just before the Working Copy of the form. Page 18 is the PCA Net Worth Calculation Worksheet and requires no input unless you intend to use an optional Total Assets Election to compute your Net Worth ratio or qualify and elect to calculate an Alternative Risk Based Net Worth ratio.

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 4.c. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2004 Report of Officials (form 4501) and the report's *Windows* software were sent with the December 2003 call report materials. The form, software, and user instructions are also available on the current CD and on our website at www.ncua.gov/ref/roofficials/roofficials.html.

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.**

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. Your security keys required to use eSend are listed at the bottom of this page.

If you use the eSend option, no further documentation is necessary. The processor will contact you with any questions during processing. If you don't use the eSend option for the ROO, refer to the filing instructions contained in the form. If you don't use the eSend option for the Call Report, please place the *NCUA Form 5300 for Windows* data disk (containing your transmission file) and/or the Call Report (Form 5300) **AND A COPY OF YOUR SEPTEMBER 30, 2004 FINANCIAL STATEMENTS** into the return mailer. ***THE COMPLETED FORM OR DISK MUST BE RETURNED BY OCTOBER 22, 2004 TO THE FOLLOWING ADDRESS:***

Contact Examiner's Name To Display Here **Email:** Examiner's E-mail Address To Display Here
Contact Examiner's Address To Display Here **Phone:** Examiner's Phone Number To Display Here
Contact Examiner's City, State and Zip Code To Display Here **Fax:** Examiner's FAX Number To Display Here

Authentication Key: CU's Authentication Key To Display Here **ROO PIN:** CU's ROO Pin To Display Here