

## **Annual Use of Capital Survey – 2011 Capital Purchase Program Frequently Asked Questions**

- **Who Reports?**

***Q: If my institution has paid back CPP or CDCI funds, should I submit an Annual Use of Capital Survey?***

A: Treasury requests that all institutions that had CPP funds within the 2011 calendar year submit a 2011 Annual Use of Capital Survey. The Survey is required for CDCI Participants. CPP Participants who choose not to respond will be placed on a "Did Not Submit" list that will be published along with the results of the survey on [www.financialstability.gov](http://www.financialstability.gov).

***Q: My institution received CPP or CDCI funds prior to 2011. How should I respond to the survey?***

A: If your institution received CPP funds prior to 2011, please start your discussion with activities undertaken as of January 1, 2011.

***Q: How should my institution report if it converted from CPP to CDCI?***

A: Please complete a single report that includes funds received both from CPP and CDCI. On the survey indicate that you are completing a CDCI survey.

- **How to Report?**

***Q: How am I supposed to submit my materials electronically? I don't remember receiving an e-mail with an electronic form.***

A: Treasury e-mailed the survey form and associated materials on May 10, 2011. If you did not receive the e-mail and are the contact for your institution, please e-mail [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov) and indicate that you cannot locate the electronic form.

***Q: What is the UST sequence number?***

A: Your UST sequence number was provided on your CPP closing documents. If you are unable to locate your UST sequence number, please send an email to [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov) including your RSSD number or FDIC certificate number and we will provide you with your UST sequence number. Please remember that this is a required field for submission.

***Q: What is a bank holding company RSSD number?***

A: The bank holding company RSSD number is the unique ID issued for all bank holding companies. Each bank holding company has its own RSSD.

***Q: How do I find my bank holding company RSSD?***

A: The numbers are available through the FDIC's Institution Directory (<http://www2.fdic.gov/idasp/index.asp>) or the FFIEC/Federal Reserve's National Information Center (<http://www.ffiec.gov/nicpubweb/nicweb/SearchForm.aspx>).

**Q: We are a one bank holding company. Should we include both our holding company RSSD number and the FDIC certificate number of our subsidiary?**

A: Yes, you should include both numbers. Please include both the name of the holding company and the subsidiary in the "Name of Institution" line.

**Q: Should I enter the values in "CPP/CDCI Funds Received" and "CPP/CDCI Funds Repaid to Date" in dollars, thousands, millions, or billions?**

A: Please enter the values in dollars.

**Q: I'm having trouble entering values in the "CPP/CDCI Funds Received" and "CPP/CDCI Funds Repaid to Date" boxes. What is going wrong?**

A: The following guidance may help you enter values in the "CPP/CDCI Funds Received" and "CPP/CDCI Funds Repaid to Date" boxes:

- If you highlight the entire default entry ("0"), then type your entry and hit enter, you should be able to successfully enter your values.
- Hit "enter" instead of "tab" when you are finished typing the entry.
- Please note that you will not be able to enter any commas (that causes the entry to revert to zero).

**Q: What about the "FundsReceived validate failed" error?**

A: Some respondents have had problems with a "FundsReceived validate failed" error box. If you click "OK" in the error box each time the error message appears, you should be able to proceed in filling out and submitting the form. The form will submit correctly and we should be able to read the responses correctly.

**Q: Should I include dividend payments and warrant purchase amounts in the "CPP/CDCI Funds Repaid to Date" entry?**

A: No, please enter only the principal amount repaid in the "CPP/CDCI Funds Repaid to Date" entry.

**Q: What if I cannot fit my responses in the space allotted on some of the response boxes?**

A: There are character limits on each of the response boxes. Please edit your responses to fit within the space allotted. If you wish, you may reference the final box ("Please describe any other actions that you were able to undertake with the capital infusion of CPP funds.") to add additional information related to the specific uses listed.

**Q: What is wrong with the last response box ("Please describe any other actions that you were able to undertake with the capital infusion of CPP/CDCI funds.")? The text will not wrap.**

A: Unfortunately (given the formatting of the form) there is no alternate way to view the text entered into the last survey response box. When Treasury publishes the responses, however,

the submissions will be converted to a reader-friendly format. We suggest editing the text outside of the survey form until you are ready to submit the form.

***Q: I'm having trouble with the "Submit by E-mail" function. What should I do?***

A: First, check the "sent items" in your mailbox to see if the response was submitted. If you do not see an e-mail in the "sent items" folder, try saving a copy of the completed survey form to your computer, then attaching the saved form to an e-mail to [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov). If you continue to encounter problems, please send an e-mail to [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov) describing the problem.

***Q: What about the sample template containing selected balance sheet and financial data? Should I prepare a response for my institution?***

A: You do not need to prepare anything for the sample template form. Treasury will use your institution's Call Report filings to fill in the template.

- **Is This Public Information?**

***Q: Will this information be made public? In what form will it be published?***

A: Yes, all of the information will be made public. The original submissions will be published individually. Treasury will be pairing your survey response with a summary of certain balance sheet and other financial data from your institution's regulatory filings.