Annual Use of Capital Survey – 2012
Capital Purchase Program and Community Development Capital Initiative
PDF Form Reporting Instructions

About the PDF Form

Treasury uses an interactive PDF form to administer the Annual Use of Capital survey. **Treasury will not accept nor publish any additional material.**

When an institution opens the PDF form ("Use of Capital Survey.pdf"), fills out the form, and follows the instructions for submitting the form (below) to Treasury, the completed form will be sent to the Use of Capital Survey mailbox as an attachment to an automatically generated email.

Submission Instructions

Upon opening the PDF Form, use the "Save As" feature to save a permanent version to your computer.

After saving the file, you should review the form. You will see two boxes on the top left hand corner of the page (within the purple bar at the top of the page). Click the first box, **"Highlight Fields."** Red borders will appear around the mandatory submission fields. You are required to fill out all of the fields that have a red border. **If you do not fill out all of the required fields, the program will not allow you to submit your report to Treasury.**

In order to submit the form to Treasury, you must click on the "Submit Form" box, which is located next to the "Highlight Fields" box in the top right hand corner of the page (within the purple bar at the top of the page). Alternatively, you may also click the "Submit by Email" box on the actual form (i.e., the white page).

After you hit either "Submit Form" or "Submit by Email," you will be prompted to select from three choices in a dialog box entitled "Select Email Client."   These three options represent the three ways in which you, the user, can submit the form to Treasury:

- **Desktop Email Application:** Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.
- **Internet Email:** Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.
- **Other:** Chose this option if your preferred desktop email application is not available or you do not know which option to choose.

After making your selection, click the "OK" button in the bottom right hand corner of the dialog box. When you click "OK," the completed form is automatically sent to the Use of Capital Survey inbox. **You must click the "OK" button to complete the submission process.** A copy of the e-mail that was sent (which includes the PDF form as an attachment) will appear in the "Sent Mail" portion of your email program. Additionally, you will receive a message from UseOfCapitalSurvey@treasury.gov confirming receipt.

You will not be required to send any further emails, attachments, or copies of the form to Treasury after you follow the above steps for submission of the report.

Treasury will post an FAQ document that will be updated periodically at http://www.treasury.gov/useofcapital/. Questions regarding the PDF form submission process may be sent to UseOfCapitalSurvey@treasury.gov.