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## INSTRUCTIONS for the Quarterly Supplemental Report for Bank Holding Companies and Savings and Loan Holding Companies Participating in the Small Business Lending Fund

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### GENERAL INSTRUCTIONS

The sections below constitute the Quarterly Supplemental Report.

[Quarter-End Adjusted Baseline Calculation](#)

[Quarter-End Qualified Small Business Lending](#)

[Change in Qualified Small Business Lending Calculation](#)

### WHO MUST REPORT ON WHICH FORMS

Every bank holding company and savings and loan holding company participating in the Small Business Lending Fund (SBLF) is required to submit a Quarterly Supplemental Report no more than 30 calendar days after the quarter in which SBLF funding is received and in each of the following quarters until all SBLF securities have been redeemed.

### DEFINITIONS AND RULES OF PRACTICE

Unless otherwise stated, the Quarterly Supplemental Report and the Instructions for the Quarterly Supplemental Report incorporate the definitions and general rules of practice embodied in the Consolidated Reports of Condition and Income (Call Reports), as well as the instructions pertaining thereto, of the Bank Holding Company's or Savings and Loan Holding Company's insured depository institution subsidiaries.

### ORGANIZATION OF THE INSTRUCTION BOOK

This instruction book is divided into two sections:

- (1) The General Instructions describing overall reporting requirements.
- (2) The Line Item Instructions for each section of the Quarterly Supplemental Report.

### PREPARATION OF THE REPORT

Bank holding companies and savings and loan holding companies are required to prepare and file the Quarterly Supplemental Report in accordance with these instructions. All reports shall be prepared in a consistent manner, aggregating data from all of the Call Reports filed by the holding company's insured depository institution subsidiaries, regardless of which ones received downstream funding.

The financial records of the bank holding company or savings and loan holding company shall be maintained in such a manner and scope so as to ensure that the Quarterly Supplemental Report can be prepared and filed in accordance with these instructions and will reflect a fair presentation of the institution's small business lending.

If you have general questions regarding this form, please contact the information line for the Small Business Lending Fund at 888-832-1147 (Monday-Friday, 9:00 AM-5:00 PM ET).

### SIGNATURES

The cover (signature) page of the Quarterly Supplemental Report shall be used to complete the signature and attestation requirement. The bank holding company or savings and loan holding company may use digital or handwritten signatures; however, the choice will impact how the form is submitted. For details, see SUBMISSION OF THE REPORT instructions below.

### ***Chief Executive Officer and Chief Financial Officer Declarations***

Both the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) of the holding company (or the individuals performing equivalent functions) shall sign the respective declarations on the cover (signature) page attesting to the correctness of the Quarterly Supplemental Report that the holding company has filed with the Treasury and the appropriate supervisory agency.

### **SUBMISSION OF THE REPORT**

Each bank holding company and savings and loan holding company must file its Quarterly Supplemental Report no more than 30 calendar days after the quarter by electronically entering the report data directly into the Report and emailing the completed copy, along with the cover (signature) page, to Treasury at [SBLFSuppRpt@treasury.gov](mailto:SBLFSuppRpt@treasury.gov).

For bank holding companies and savings and loan holding companies using digital signatures, the completed electronic report is submitted as a single document. For holding companies using handwritten signatures, both the completed electronic report and a scanned copy of the entire report, including signature page, must be submitted.

One additional copy should be sent to the appropriate regional Federal Reserve Bank using existing procedures for filing report-related documentation.

### ***Submission Date***

Completed Quarterly Supplemental Report must be filed with the Federal Reserve and Treasury no later than 30 calendar days after the end of the quarter, which is the same date the Call Report(s) used to pull the data are due. For example, the report pertaining to the quarter ending March 31, 2012, must be filed by the following April 30, 2012.

### **RETENTION OF REPORTS**

In general, a bank holding company or savings and loan holding company should maintain in its files a signed and attested record of its completed Quarterly Supplemental Report, including any amended reports, for five (5) years after the report date.

### **MISCELLANEOUS GENERAL INSTRUCTIONS**

#### ***Rounding***

Dollar amounts must be reported in thousands with the figures rounded to the nearest thousand. Items less than \$500 must be reported as zero.

#### ***Verification***

All fields must be completed. All addition and subtraction should be double-checked before reports are submitted. Totals and subtotals in supporting materials should be cross-checked to corresponding items elsewhere in the reports. Before a report is submitted, all amounts should be compared with the corresponding amounts in the previous report. If there are any unusual changes from the previous report, a brief explanation of the changes should be attached to the submitted report.

### **RELEASE OF INDIVIDUAL BANK HOLDING COMPANY AND SAVINGS AND LOAN HOLDING COMPANY REPORTS**

All sections of the Quarterly Supplemental Report submitted by each reporting bank holding company or savings and loan holding company may be made available to the public by the Federal Reserve or Treasury.

## LINE ITEM INSTRUCTIONS

Please note that some lines on the Supplemental Report are automatically calculated for ease of use. These lines are pre-populated with zeros and will not accept manual entry.

### Quarter-End Adjusted Baseline Calculation

This section is used to adjust an institution's Small Business Lending Baseline for increases in qualified loan balances resulting from mergers, acquisitions, and/or purchases of such loans. If the bank holding company or savings and loan holding company has gained qualifying loans by merger, acquisition, and/or purchase since 7/1/2010 through the report date, the amount must be added to the baseline.

#### Item No. Caption and Instructions

- 1 Initial Small Business Lending Baseline (line 12 of the Initial Supplemental Report)
- 2 Prior quarter cumulative reported qualified small business lending increases resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans as were reported on line 12 of the prior quarter's submitted Quarterly Supplemental Report
- 3 Balance increases in commercial and industrial loans resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans in the quarter being reported
- 4 Balance increases in loans secured by owner-occupied nonfarm, nonresidential properties resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans in the quarter being reported
- 5 Balance increases in loans to finance agricultural production and other loans to farmers resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans in the quarter being reported
- 6 Balance increases in loans secured by farmland resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans in the quarter being reported
- 7 Subtotal (sum lines 3, 4, 5, and 6)
- 8 Dollar portion of any such loan or group of such loans to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 9 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 8  
Include loans made to a business with more than \$50 million in revenues during the most recent fiscal year ended as of the date of the loan origination. If the recipient's revenues for that fiscal year are unknown, use available annual revenue information reasonably proximate to that fiscal year.
- 10 Dollar portion of line 7 guaranteed by the U.S. government, unless included in lines 8 or 9  
Include only the portion of the loan which is guaranteed by the U.S. government.
- 11 Dollar portion of line 7 where a third party has assumed an interest, unless included in lines 8, 9, or 10  
Include only the portion where a third party has assumed an interest.
- 12 Total cumulative reported qualified business lending increases resulting from an acquisition of, or merger with, another institution, and/or purchases of such loans (line 12 equals line 2 plus line 7 minus lines 8, 9, 10, and 11)
- 13 Quarter-End Adjusted Small Business Lending Baseline (line 13 equals line 1 plus line 12)

### Quarter-End Qualified Small Business Lending

#### Item No. Caption and Instructions

- 14 Balances of commercial and industrial loans (as reflected on the totals of Call Report Schedule RC-C, Part I, item 4)
- 15 Balances of loans secured by owner-occupied nonfarm, nonresidential properties (as reflected on the totals of Call Report Schedule RC-C, Part I, item 1.e.(1))
- 16 Balances of loans to finance agricultural production and other loans to farmers (as reflected on the totals of Call Report Schedule RC-C, Part I, item 3)
- 17 Balances of loans secured by farmland (as reflected on the totals of Call Report Schedule RC-C, Part I, item 1.b)

Item No. Caption and Instructions

- 18 Subtotal (sum lines 14, 15, 16, and 17)
- 19 Dollar portion of any such loan or group of such loans to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 20 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 19  
Include loans made to a business with more than \$50 million in revenues during the most recent fiscal year ended as of the date of the loan origination. If the recipient's revenues for that fiscal year are unknown, use available annual revenue information reasonably proximate to that fiscal year.
- 21 Dollar portion of line 18 guaranteed by the U.S. government, unless included in lines 19 or 20  
Include only the portion of the loan which is guaranteed by the U.S. government.
- 22 Dollar portion of line 18 where a third party has assumed an interest, unless included in lines 19, 20, or 21  
Include only the portion where a third party has assumed an interest.
- 23 Total quarter-end qualified small business loans (line 23 equals line 18 minus lines 19, 20, 21, and 22)

## Net Charge-Off Adjustments

For lines 24 – 34: if net charge-offs are negative (i.e., recoveries exceed charge-offs), type a minus symbol (-) in the "Neg (-)" column that corresponds with that line.

- 24 Cumulative net charge-offs before this quarter (line 34 from prior quarter's report)
- 25 Net charge-offs on commercial and industrial
- 26 Net charge-offs on loans secured by owner-occupied nonfarm, nonresidential properties
- 27 Net charge-offs on loans to finance agricultural production and other loans to farmers
- 28 Net charge-offs on loans secured by farmland
- 29 Subtotal (sum lines 24, 25, 26, 27, and 28)
- 30 Dollar portion of net charge-offs on any such loans or group of loans (from lines 25, 26, 27, and 28) to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 31 Dollar portion of net charge-offs on such loans (from lines 25, 26, 27, and 28) to businesses with more than \$50 million in revenues, unless included in line 30
- 32 Dollar portion of net charge-offs on loans (from lines 25, 26, 27, and 28) guaranteed by the U.S. government, unless included in lines 30 and 31
- 33 Dollar portion of net charge-offs on loans (from lines 25, 26, 27, and 28) where a third party has assumed an interest, unless included in lines 30, 31, and 32
- 34 Total cumulative net charge-offs (line 34 equals line 29 minus lines 30, 31, 32, and 33)
- 35 Quarter-End Adjusted Qualified Small Business Lending (line 35 equals line 23 plus line 34)

## Change in Qualified Small Business Lending Calculation

Item No. Caption and Instructions

- 36 Dollar value of current balances with the Small Business Lending Fund
- 37 Dollar value of Quarter-End Adjusted Small Business Lending Baseline (line 13)
- 38 Dollar value of Quarter-End Adjusted Qualified Small Business Lending (line 35)
- 39 Dollar value of increase in Qualified Small Business Lending from baseline (line 39 equals line 38 minus line 37)
- 40 Percent increase in Qualified Small Business Lending (line 40 equals line 39 divided by line 37; must be calculated to two decimal points; if line 39 is 0, enter 0 on line 40)