

# Annual Use of Capital Survey – 2015

## 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 completes the PDF form provided (“Use of Capital Survey.pdf”) and follows the instructions for submitting the form to Treasury (below), the completed form will be sent to the Use of Capital Survey mailbox as an attachment.

#### Submission Instructions

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

After saving the file, the form should be reviewed. There are 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. Complete all of the fields that have a red border. **If all of the required fields are not completed, the program will not allow the user to submit the form to Treasury.**

**In order to submit the form to Treasury, 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, the user may also click the “Submit by Email” box on the actual form (i.e., the white page).

After “Submit Form” or “Submit by Email” is selected, the user 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 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 one of the above selections, click the “OK” button in the bottom right hand corner of the dialog box. The completed form is then automatically sent to the Use of Capital Survey inbox. The user **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 an email message from [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov) confirming receipt.

Further email, attachments, or copies of the Survey will not be required once the form has been successfully submitted to Treasury.

Frequently Asked Questions (FAQs) can be found at <http://www.treasury.gov/useofcapital/>. Additional questions regarding the PDF form submission process may be sent to [UseOfCapitalSurvey@treasury.gov](mailto:UseOfCapitalSurvey@treasury.gov).