

FORMS AND INSTRUCTIONS FOR CLF LOANS

INSTRUCTIONS TO REGULAR MEMBERS AND AGENT MEMBERS FOR COMPLETION OF A REQUEST FOR FUNDS FROM THE NATIONAL CREDIT UNION CENTRAL LIQUIDITY FACILITY

INTRODUCTION

A Regular member may apply to the Facility for an extension of credit to meet its liquidity needs. This request ~~may be approved if the purpose of the request falls within on of the following categories:~~

- A. **Short-term** adjustment credit available to assist in meeting temporary requirements for funds or to cushion more persistent outflows of funds pending an orderly adjustment of credit union assets and liabilities.
- B. **Seasonal** credit available to assist in meeting seasonal needs for funds arising from a combination of expected patterns of movement in share deposit accounts and loans.
- C. **Protracted adjustment** credit (sometimes known as “long-term emergency credit”) available in the event of unusual or emergency circumstances of a longer term nature resulting from national, regional or local difficulties.

REQUEST FOR FUNDS

Enclosed are the forms a Regular Member may need in preparing a request for funds:

- (1) **Request for Funds from National Credit Union Central Liquidity Facility**
 - This form must be completed for each request for funds from the Facility. Each question on the form must be answered. The supporting schedules or documents discussed in Item 11 of the form should be attached to the Request for Funds when appropriate for the circumstances involved in the request. The instructions in Item 11 should be followed closely to assure all required information is submitted. Incomplete or missing data will delay processing of the request
- (2) **Statement of Cash Receipts and Disbursements** (An equivalent form/report may be submitted.)
 - To be submitted for requests with maturity over 90 days ~~or~~ if the repayment source cannot be clearly explained in items 7 and 8. Information will be reported on the statement for receipts and disbursements for the current month and the preceding 3 months.
- (3) **Cash Flow Projections** (An equivalent form/report may be submitted.)
 - To be submitted for requests with maturity over 90 days ~~or~~ if the repayment source cannot be clearly explained in items 7 and 8. Projections will be provided for each month end through the maturity date of the loan or for a 6-month period, whichever is less.
- (4) **Seasonal Flow Computations**
 - Complete this form if your credit union is applying for credit to assist in meeting annual recurring seasonal flows. Completion of this form will assist in determining, (1) that your credit union has experienced an annual recurring flow of funds, (2) the amount of the request, and (3) the time period for which funds will be needed. Normally requests for seasonal loans will be filed at least 30 days prior to the start of the period during which the funds will be needed.

FILING APPLICATIONS

- All Regular members of the CLF will file their requests at the following address:
National Credit Union Administration
Central Liquidity Facility
1775 Duke Street
Alexandria, VA 22314-3428
- Agent Members will file applications at the office of the Agent (corporate credit union).
Additional information or assistance in completing an application may be obtained by calling (703) 518-6391.