



**Federal Deposit Insurance Corporation**  
550 17th Street NW, Washington, D.C. 20429-9990

**Financial Institution Letter**  
**FIL-23-2012**  
**June 14, 2012**

## **SUMMARY OF DEPOSITS SURVEY**

### **Filing for June 30, 2012**

**Summary:** The Summary of Deposits (SOD) is the annual survey of branch office deposits as of June 30 for all FDIC-insured institutions, including insured U.S. branches of foreign banks. All institutions with branch offices are required to submit the survey; institutions with only a main office are exempt. All survey responses are required by July 31, 2012. No filing extensions will be granted.

**Statement of Applicability to Institutions under \$1 Billion in Total Assets:** This Financial Institution Letter (FIL) applies to all FDIC-insured institutions.

#### **Distribution:**

FDIC-Insured Institutions, including Insured U.S. Branches of Foreign Banks

#### **Suggested Routing:**

Chief Executive Officer  
Summary of Deposits Preparer

#### **Attachment:**

FDICconnect and Summary of Deposits Registration Instructions

#### **Contact:**

General Questions: Data Collection and Analysis Section at [sod@fdic.gov](mailto:sod@fdic.gov) or 1-800-688-3342

FDICconnect Technical Questions: FDICconnect Help Desk at [fdicconnect@fdic.gov](mailto:fdicconnect@fdic.gov) or 1-877-275-3342 (select option 5 on the banker's menu)

#### **Note:**

FDIC Financial Institution Letters (FILs) may be accessed from the FDIC's Web site at [www.fdic.gov/news/news/financial/2012/index.html](http://www.fdic.gov/news/news/financial/2012/index.html).

To receive FILs electronically, please visit [www.fdic.gov/about/subscriptions](http://www.fdic.gov/about/subscriptions).

Paper copies may be obtained through the FDIC's Public Information Center, 3501 Fairfax Drive, Room E-1002, Arlington, VA 22226 (1-877-275-3342 or 703-562-2200).

#### **Highlights:**

- Institutions may use the FDIC's interactive SOD survey site (best suited for institutions with fewer than ten branches) or vendor software to prepare and submit their survey responses.
- Both the FDIC's interactive SOD survey site and vendor software require institutions to register for the SOD option in FDICconnect. Refer to the attached "FDICconnect and Summary of Deposits Registration Instructions" for additional information.
- Software vendors available to assist with the SOD filing are listed on page 3 of this FIL under "Electronic Filing Options."
- Institutions should review their current branch information on the FDIC's Institution Directory Web site at <http://www2.fdic.gov/idasp/index.asp> before completing the survey. If not submitted previously, branch information corrections may be included with the SOD survey.
- Instructions, survey results, market share reports, contact information, survey facsimiles, and access to FDICconnect are available through the FDIC's Summary of Deposits Web site at <http://www2.fdic.gov/sod/>.

## **SUMMARY OF DEPOSITS SURVEY Filing for June 30, 2012**

The Summary of Deposits (SOD) is the annual survey of branch office deposits as of June 30 for all FDIC-insured institutions, including insured branches of foreign banks. Institutions with branch offices are required to submit this survey to the FDIC by July 31, 2012. Institutions with only a main office are exempt; however, they will be included in the survey results based on the total deposits reported on their June Call Report. *Publication of the survey data is dependent on timely and accurate filing by respondent institutions; therefore, no filing extensions will be granted.*

### **2012 SOD Timeline**

Prior to filing the June 30, 2012, SOD – Conduct Branch Review: Institutions should review branch structural information on the FDIC’s Institution Directory Web site at <http://www2.fdic.gov/idasp/index.asp>. Institutions may submit corrections with the SOD survey if not submitted previously.

June 15, 2012 – Assign FDICconnect Privileges: Institutions may begin assigning SOD transaction privileges in FDICconnect to the person responsible for submitting the SOD.

June 15, 2012 – Update Branch Information Online: Institutions may begin using the “Complete the Summary of Deposits” option in FDICconnect to enter revisions to branch structure information (branch names and addresses). Institutions using vendor software should refer to guidance provided by their software vendor on how to submit changes with the uploaded SOD survey. If your bank has had last-minute structural changes, check with your software vendor about the features that will allow your list to be synchronized with the most up-to-date location information in FDICconnect.

July 1, 2012: Institutions may begin submitting their June 30, 2012, SOD survey.

July 31, 2012: 2012 Summary of Deposits filing deadline.

October 3, 2012 – Survey Results Published: The FDIC will publish the survey results on the FDIC’s Summary of Deposits Web site at <http://www2.fdic.gov/sod/> no later than October 3, 2012. To be notified electronically when the 2012 SOD data and deposit market share reports become available, please subscribe to e-mail updates at [www.fdic.gov/about/subscriptions](http://www.fdic.gov/about/subscriptions).

## Electronic Filing Options

Institutions must be registered users of *FDICconnect* and must assign SOD transaction privileges to the person responsible for submitting the SOD. New *FDICconnect* users must first register with *FDICconnect*. Refer to the attached *FDICconnect* and Summary of Deposits Registration Instructions for additional information.

Institutions have two options for filing electronically:

Using Vendor Software to Prepare a File for Upload to the FDIC – Institutions that use vendor software to prepare the SOD survey will be able to upload their completed survey information directly to the FDIC through *FDICconnect*.

The following vendors have developed software to assist with the SOD filing. Institutions should contact these vendors directly for further information about their products and services:

DBI Financial Systems, Inc.	(800) 774-3279
FIS - Regulatory Solutions	(800) 825-3772
FRS America	(978) 698-7200
Jack Henry and Associates, Inc.	(512) 795-1288 ext. 456513
Lombard Risk	(973) 648-0900
Axiom SL	(212) 248-4188
Fed Reporter, Inc.	(888) 972-3772

Using the FDIC's Interactive SOD Survey Option – The FDIC's interactive SOD survey option is designed for institutions with a small number of branch offices. This option permits an institution to print worksheets, submit revised branch structure information with the survey, and edit SOD data in preparation for submission. Institutions may access the SOD survey site from the *FDICconnect* Web site at <https://www2.fdicconnect.gov/>.

## Data Accuracy and Validation

Institutions must ensure that all information submitted for the SOD survey is accurate. The FDIC recommends that institutions submit their June 30 Call Report before filing the SOD survey to enable comparisons of deposit totals between the two reports.

Institutions should review the service type codes and the physical address, including the street address, city, state, zip code, and county, for all office locations to ensure consistency with United States Postal Service standards. Physical addresses and zip codes may be verified at <http://zip4.usps.com/zip4/>. Institutions should not use post office boxes, mailing addresses other than the actual physical address, street names without actual numbers, intersections, or any other general locations when filing their branch office location information.

Before completing the SOD survey, institutions should review their current branch information on the FDIC's Institution Directory (ID) Web site at <http://www2.fdic.gov/idasp/index.asp> (or go to [www.fdic.gov](http://www.fdic.gov) → Industry Analysis → Bank Data & Statistics → Institution Directory). From the ID home page, click on "Find Offices," enter the bank's certificate number or institution name, then click on "Find." The list of branch offices will be presented in state and county order. If an institution's branch office information is incorrect or incomplete, the institution should notify the FDIC with the correct branch structure information.

Before June 15, 2012, institutions may e-mail corrections to the FDIC's Data Collection and Analysis Section at [sod@fdic.gov](mailto:sod@fdic.gov). If you choose this method, then you must wait until the structure changes are reflected in the interactive filing option or request that your vendor software be synchronized with the most up-to-date information available in *FDICconnect* before filing your SOD survey.

Beginning June 15, 2012, corrections to structure data should be entered using the FDIC's interactive SOD survey site or vendor software and submitted with the completed SOD survey. If an institution corrects branch office information because of a merger or branch purchase and assumption, the name, city, and state of the other institution involved in the transaction and the effective date must be included in the e-mail notification or within the "comments" section of the survey.

### Electronic Amendments

Once the initial 2012 survey information has been submitted, institutions can amend 2012 deposit totals by accessing the SOD transaction within *FDICconnect* until September 30, 2013. Institutions that have previously filed using *FDICconnect* will also be able to amend 2011 deposit totals until September 30, 2012, after which no further changes to 2011 data will be permitted through this process. *To submit amended data*, institution users must be assigned SOD transaction privileges within *FDICconnect*.

### **Assistance**

For assistance on how to register for the Summary of Deposits option within *FDICconnect*, contact the *FDICconnect* help desk at 1-877-275-3342 (select option 5 on the banker's menu). For all other questions about the SOD survey, please contact the FDIC's Data Collection and Analysis Section at 1-800-688-3342, or if you know your assigned analyst's direct number you may contact them directly. You may also request assistance by e-mail at [sod@fdic.gov](mailto:sod@fdic.gov).

Arthur J. Murton  
Director  
Division of Insurance and Research

## **FDICconnect and Summary of Deposits Registration Instructions**

**1. *Is your institution already a registered user of FDICconnect?***

If yes, proceed to Step 2.

If no, please contact the FDICconnect help desk at 1-877-275-3342 (select option 5 on the banker's menu) for assistance.

**2. *Is the person responsible for submitting the SOD already an FDICconnect user?***

If yes, proceed to Step 3.

If no, follow the instructions below.

- a. Access FDICconnect at <https://www2.fdicconnect.gov/>.
- b. Click on "User Steps to Apply" and follow the instructions to register as a new FDICconnect user.

**3. *Assigning SOD transaction privileges to the person responsible for submitting the SOD.***

These steps must be performed by an FDICconnect coordinator at your institution:

- a. Access FDICconnect at <https://www2.fdicconnect.gov/>.
- b. Click on "Sign In" and sign in to FDICconnect using your user name and password.
- c. Click on "Continue."
- d. Select "Coordinator Functions" from the FDICconnect Business Center Menu.
- e. Select "Manage Transactions."
- f. Click on the radio button (located in the select column) next to "Summary of Deposits" and click the "Manage Transaction Users" button at the bottom of the screen.
- g. Select "Execute" in the "Privileges" column next to the name of the FDICconnect user who has responsibility for SOD and click the "Update Privileges" button on the bottom of the screen.
- h. Select "Menu" (located in the upper-right corner) to return to the Business Center Menu. (The blue Menu is the "Back button" for Connect.) The Summary of Deposits Transaction will now appear on the user's menu.