



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

**Financial Institution Letter**  
**FIL-28-2010**  
**June 4, 2010**

## **SUMMARY OF DEPOSITS SURVEY**

### **Filing for June 30, 2010**

**Summary:** The Summary of Deposits (SOD) is the annual survey of branch office deposits as of June 30 for all FDIC-insured commercial banks, FDIC-supervised savings banks, and insured branches of foreign banks. Institutions with branch offices are required to submit this survey to the FDIC by July 30, 2010. Institutions with only a main office are exempt. No filing extensions will be granted.

#### **Distribution:**

Insured Commercial Banks, FDIC-Supervised Savings Banks, and Insured U.S. Branches of Foreign Banks

#### **Suggested Routing:**

Chief Executive Officer  
Summary of Deposits Preparer

#### **Related Topics:**

FIL-53-2004 – FDIC Encourages Institutions to Register for FDICconnect

FIL-93-2003 – FDIC Announces the Availability of FDICconnect

#### **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/2010/index.html](http://www.fdic.gov/news/news/financial/2010/index.html). To receive FILs electronically, please visit [www.fdic.gov/about/subscriptions](http://www.fdic.gov/about/subscriptions).

Paper copies of FDIC financial institution letters may be obtained through the FDIC's Public Information Center, 3501 Fairfax Drive, Room E-1005, Arlington, VA 22226 (1-877-275-3342 or 703-562-2200) or visit [www.fdic.gov/news/publications/PIChardcopies.html](http://www.fdic.gov/news/publications/PIChardcopies.html).

#### **Highlights:**

- New for 2010:

- Institutions using vendor software or the FDIC's interactive SOD survey feature must register for the Summary of Deposits option in FDICconnect to submit their survey. 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.
- Institutions may continue to use the FDIC's interactive SOD survey site but must be registered through FDICconnect for the SOD module. This option is best suited for institutions with fewer than 10 branches.
- 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 addressed previously, branch information corrections may be submitted 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/>.

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The Summary of Deposits (SOD) is the annual survey of branch office deposits as of June 30 for all FDIC-insured commercial banks, FDIC-supervised savings banks, and insured branches of foreign banks. Institutions with branch offices are required to submit this survey to the FDIC by July 30, 2010. Institutions with only a main office are exempt; however, they will be included in the survey results based on the 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.*

### **2010 Timeline**

Prior to June 2010 – Banks should be reviewing their branch structural information and should e-mail the FDIC with any revisions to [SOD@fdic.gov](mailto:SOD@fdic.gov).

June 4, 2010 – Institutions may begin assigning SOD transaction privileges in *FDICconnect* to the person responsible for submitting the SOD.

June 16, 2010 – 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 Summary of Deposits survey. If your bank has had last-minute structural changes, check with your software vendor about new features that will allow your list to be synchronized with the latest location information in *FDICconnect*.

July 1, 2010 – Institutions may begin submitting their June 30, 2010, SOD survey.

July 30, 2010 – Filing deadline (*no extensions will be granted*).

October 15, 2010 – The FDIC will make every effort to promptly publish the survey results for the public through the FDIC's Summary of Deposits Web site at <http://www2.fdic.gov/sod/>, but will do so no later than October 15<sup>th</sup>.

To be notified electronically when the 2010 Summary of Deposit 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 and should be contacted directly for further information about their products and services:

DBI Financial Systems, Inc.	(800) 774-3279
Fidelity Regulatory Solutions	(800) 825-3772, Ext. 216 or 220
FRS Global	(978) 698-7200
Jack Henry and Associates, Inc.	(800) 688-9191
Sofgen Americas, Inc.	(973) 648-0900
Axiom XL	(212) 248-4188

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 deposit total comparisons 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.

To help ensure the accuracy of reported branch office information in the SOD survey, before completing the 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, the institution should notify the FDIC with the correct branch structure information.

Prior to June 16, 2010, institutions may e-mail corrections to the FDIC's Data Collection and Analysis Section at [sod@fdic.gov](mailto:sod@fdic.gov). Beginning June 16, 2010, corrections 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 2010 survey information has been submitted, institutions can amend deposit totals by accessing the SOD transaction within *FDICconnect*. Institutions will also be able to amend 2009 deposit totals until October 8, 2010, after which no further changes to 2009 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 e-mail [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 a 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 in 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.