



## CREDIT UNION DEPARTMENT

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914 E. Anderson Lane --- Austin, Texas 78752 --- Telephone 512-837-9236

### **5300 Call Report – Due January 23, 2015**

#### **To the President of the Credit Union Addressed:**

Each state-chartered credit union is required to submit a year-end financial and statistical report to the Credit Union Department as provided by Commission Rule 91.209 (7 TAC §91.209). In order to avoid duplicate reporting, the Department adopted the NCUA's Form 5300 Call Report as the standard reporting format. The Call Report data and related Profile information for each credit union must be submitted through the *Credit Union Online* program accessible at [www.ncua.gov](http://www.ncua.gov) [Credit Union Data tab]. ***The completed 5300 Call Report for the year-end must be submitted online by Friday, January 23, 2015.*** Reports received after the filing deadline will be subject to a late filing fee of \$100 per day and/or a supplemental examination fee as provided by §91.209.

**Online Credit Union Profile:** The *Credit Union Online* program includes a Profile that details each credit union's contact information, listing of officials, and other general supporting information. **The Profile must be reviewed, updated, and certified by each credit union prior to completing the 5300 Call Report.** The deadline for certifying the Profile for the current reporting cycle is Friday, January 23, 2015. Instructions for updating the Profile are included in *Credit Union Online* program. The program, as well as a downloadable copy of the forms and instructions, can be accessed at [www.ncua.gov](http://www.ncua.gov) [Credit Union Data tab].

**5300 Call Report:** The *Credit Union Online* system also includes the 5300 Call Report program. All credit unions must complete the core Call Report pages. Credit unions that engage in a broad range of investment, share, or lending activities must also complete supplementary schedules as specified. Detailed instructions for the 5300 Call Report are available on each webpage of the Call Report program. The report form and instructions may also be downloaded and printed from the NCUA's website at [www.ncua.gov](http://www.ncua.gov) [Credit Union Data tab].

All Call Report errors must be resolved, and a comment must be provided for each warning before the Call Report can be submitted. You are not required to submit a paper copy of either the online Profile or the 5300 Call Report. However, a copy of each form should be maintained for your records.

**Assistance:** If you have any questions regarding the online profile or 5300 Call Report submittal process, please contact Isabel Velasquez at the Credit Union Department at 512-837-9236. For technical support of the *Credit Union Online* program, please call NCUA Customer Service at 1-800-827-3255.



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