



CREDIT UNION DEPARTMENT

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

5300 Call Report – Due January 22, 2016

To: Credit Union President

Every credit union is required to submit a year-end financial and statistical report to the Credit Union Department as provided by 7 TEX. ADMIN. CODE §91.209. In order to avoid duplicate reporting, the Department adopted the NCUA's Form 5300 Call Report as its prescribed reporting format. Please prepare, review, edit and complete your Call Report, and submit the report through NCUA's *Credit Union Online* program (CUOP), which is accessible at www.ncua.gov [Credit Union Data tab]. Starting your preparation early will help you identify and resolve any edit exceptions before the submission deadline. If you later determine that certain information needs to be revised, please make the appropriate changes to your Call Report data and promptly submit the revised data file through the CUOP.

Your completed 5300 Call Report must be submitted by ***Friday, January 22, 2016***, in accordance with the filing requirements discussed below. No extensions of time for submitting Call Report data are granted. Reports received after the filing deadline are subject to a late filing fee as provided in 7 TEX. ADMIN. CODE §91.209.

Online Credit Union Profile: The CUOP includes a Profile that details each credit union's contact information, listing of officials, and other general supporting information. It is crucial that the Profile be reviewed, updated, and certified by each credit union prior to completing its 5300 Call Report. Instructions for updating the Profile are included in CUOP. The program, as well as a downloadable copy of the forms and instructions, can be accessed at www.ncua.gov [Credit Union Data tab].

5300 Call Report: The CUOP also includes the 5300 Call Report. Every credit union must complete the core Call Report pages. Credit unions that engage in a broader range of investment, share, and/or lending activities must also complete supplementary schedules as specified. Detailed instructions for the 5300 Call Report are available on each page 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 [Credit Union Data tab].

All Call Report edit exceptions must be resolved, and a commentary must be provided for any warnings before the CUOP will allow the Call Report to be submitted. You do not need to submit a paper copy of either the online Profile or the 5300 Call Report to this office; however, a copy of each form should be maintained in your records.

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

