

CRA & HMDA QUICKTIPS

OCTOBER 2003

■ **Regulation C Reminders** Per Regulation C, all data *must* be submitted in the correct format (<http://www.ffiec.gov/hmda/fileformats.htm>) for the electronic submission medium chosen (Internet e-mail, diskette, CD-ROM, or cartridge tape). The data must also be checked *prior* to submission using the respective year's FFIEC edits (<http://www.ffiec.gov/hmda/edits.htm>). These edits are already included in the FFIEC HMDA Data Entry Software. If you use a vendor's software or develop software in-house, make sure your vendor or in-house developers have included the FFIEC HMDA edits.

The final due date for submitting correctly formatted, edit-checked and validity-free calendar year (CY) 2003 HMDA and CRA data on time is Monday, March 1, 2004. Don't delay! You can submit your HMDA and CRA data as early as Jan. 1, 2004.

■ **New Web Site** The Federal Reserve Bank of St. Louis developed and released a web site that describes the Regulation C amendments effective for CY 2004 HMDA data in July 2003. This web site provides plenty of examples, practical guidance for compliance personnel along with a page of Frequently Asked Questions (FAQs). In addition to the FFIEC HMDA web site, visit the St. Louis FRB's web site for guidance on collecting and reporting CY 2004 HMDA data (<http://www.stlouisfed.org/hmdaregcamendments/default.html>).

■ **Find the Latest Free HMDA and CRA Reporting Guides Online** The 2003 *A Guide to HMDA Reporting: Getting it Right!* is available at <http://www.ffiec.gov/hmda/guide.htm>. For CRA, visit <http://www.ffiec.gov/cra/qnadoc.htm> to obtain the most recent version of the Interagency Q&A.

■ **Free Technical Support** Did you know free technical support is provided for the FFIEC Data Entry Software? For assistance with the FFIEC HMDA Data Entry Software, call the HMDA Technical Support Team at (202) 452-2016; then select option 2. For assistance with the FFIEC CRA Data Entry Software, call the CRA Technical Support Team at (202) 872-7584.

■ **Give Internet E-mail a Try!** E-mailing your HMDA or CRA submission is faster than postal mail, and you also will receive an e-mail confirmation within 48 hours. For information about e-mail submissions, e-mail hmdahelp@frb.gov for information about HMDA, or crahelp@frb.gov for information about CRA. We also can provide you with step-by-step instructions about data encryption.

■ **Important E-mail Submission Tips** Include your institution's name, Respondent ID and agency code *in the subject heading*, as well as in the body of the e-mail message. This will help us provide more efficient service when we retrieve your e-mail to answer your questions.

■ **Where's My Edit Report?** If your institution does not receive its original or updated HMDA or CRA Edit Report within two weeks after you submitted your initial data or corrections, let us know as soon as possible! For HMDA edit report inquiries, e-mail hmdahelp@frb.gov or call the HMDA Assistance Line at (202) 452-2016. For CRA edit report inquiries, e-mail crahelp@frb.gov or call the CRA Assistance Line at (202) 872-7584. Please provide your institution's name, Respondent ID and agency code when e-mailing or calling for assistance.

Post these tips by your desk for easy reference!