

Summary Table of Contents

VOLUME I

Part A — Compliance Monitoring Work Papers

- Section A1: Compliance Testing Schedule
- Section A2: Product/Service Guidelines
- Section A3: Regulatory Risk Sampling Grid
- Section A4: Sample Memo of Request
- Section A5: Internal Compliance Review Checklist

Part B — Compliance Monitoring Procedures: Review by Law, Regulation, and Ruling

- Section B1: Fair Lending Compliance
- Section B2: Community Reinvestment Act Compliance
- Section B3: Truth-in-Lending Compliance
- Section B4: Other Consumer Compliance
- Section B5: Deposits Compliance
- Section B6: Anti-Money Laundering Compliance

VOLUME II

- Section B7: Commercial Compliance
- Section B8: Electronic Banking Services

Part C — Compliance Monitoring Procedures: Review by Lending Product

- Section C1: Personal Loans
- Section C2: Consumer Leases
- Section C3: Home-Related Products
- Section C4: Credit Cards
- Section C5: Business-Related Products
- Section C6: Letters of Credit
- Section C7: Residential Construction Loans

Contents

Volume I

Part A Compliance Monitoring Work Papers

Section A1 Compliance Testing Schedule

Introduction to Section A1: Compliance Testing Schedule	A1-1
Compliance Testing Schedule.....	A1-3
Sample State Member Bank Compliance Testing Schedule.....	A1-8
Blank State Member Bank Compliance Testing Schedule	A1-17

Section A2 Product/Service Guidelines

Introduction to Section A2 Product/Service Guidelines	A2-1
State Member Bank Product/Service Guidelines.....	A2-3
Personal Loans: Unsecured.....	A2-3
Personal Loans: Secured by Non-Real Estate Collateral	A2-5
Consumer Leases	A2-7
Home Equity Lines of Credit (HELOC).....	A2-8
Home Improvement Loans	A2-10
Residential Real Estate Mortgages	A2-12
Credit Cards	A2-14
Business Lines of Credit	A2-16
Business Loans: Unsecured	A2-17
Business Loans: Secured by Non-Real Estate Collateral.....	A2-18
Business Loans: Secured by Real Estate Collateral.....	A2-19
Letters of Credit	A2-20
SBA Guaranteed Loans.....	A2-21
Demand Deposit Accounts	A2-22

Savings Accounts.....	A2-24
Negotiable Order of Withdrawal (NOW) Accounts	A2-25
State Member Bank Product/Service Guidelines.....	A2-27
Money Market Deposit Accounts	A2-27
Individual Retirement Accounts (IRAs)	A2-28
Certificates of Deposit	A2-29
Safe Deposit Boxes.....	A2-30
Repurchase Agreements.....	A2-31
Nondeposit Investment Products	A2-32
Event-Driven Products/Services	A2-33

Section A3
Regulatory Risk Sampling Grid

Introduction to Section A3 Regulatory Risk Sampling Grid	A3-1
Regulatory Risk Sampling Grid.....	A3-3
Guidelines for Completing the RRSg for Reviews by Regulation.....	A3-5
Guidelines for Completing the RRSg for Reviews by Lending Product	A3-24

Section A4
Sample Memo of Request

Introduction to Section A4: Sample Memo of Request	A4-1
Sample Memo of Request.....	A4-3

Section A5
Internal Compliance Review Checklist

Introduction to Section A5: Internal Compliance Review Checklist.....	A5-1
Internal Compliance Review Checklist.....	A5-3

Part B
Compliance Monitoring Procedures:
Review by Law, Regulation, and Ruling

Section B1
Fair Lending Compliance

Introduction to Section B1 Fair Lending Compliance	B1-1
Equal Credit Opportunity Act	B1-3
Equal Credit Opportunity Act Procedures	B1-3
Equal Credit Opportunity Act Checklists	B1-7
Policy and Procedures Review Checklist	B1-7
Applicable Forms and Documentation Review Checklist.....	B1-17
Adverse Action Consumer-Purpose Credit Form Checklist.....	B1-21
Adverse Action Business-Purpose Credit Form Checklist — I.....	B1-23
Adverse Action Business-Purpose Credit Form Checklist — II	B1-25
Application Review Checklists	B1-27
Fair Housing Act.....	B1-32
Fair Housing Act Procedures.....	B1-32
Fair Housing Act Checklists.....	B1-35
Policy and Procedures Review Checklist	B1-35
Applicable Forms and Documentation Review Checklist.....	B1-38
Fair Housing Act Checklist	B1-40
Fair Housing Act Advertising Checklist	B1-42
Fair Housing and Equal Credit Opportunity Acts Self-Evaluation.....	B1-43
Self-Evaluation of the Fair Housing and Equal Credit Opportunity Acts Procedures.....	B1-43
Marginal Transaction Criteria.....	B1-49
Loan Officer Interview Checklist.....	B1-50
Attachment A: File Worksheet.....	B1-56
Attachment B: Comparative Analysis Grid.....	B1-58
Attachment C: Sample Comparative Analysis Grid.....	B1-59
Attachment D: Comparative Analysis Side-by-Side Table	B1-60
Attachment E: Sample Comparative Analysis Side-by-Side Table.....	B1-61
Fair Lending Checklist	B1-62
Residential Real Estate Mortgage Lending Checklist	B1-66
Small Business Lending Checklist	B1-68
Subprime Lending Checklist	B1-71
Predatory Lending Checklist	B1-73

Section B2 Community Reinvestment Act Compliance

Introduction to Section B2 Community Reinvestment Act Compliance	B2-1
Community Reinvestment Act.....	B2-3
Community Reinvestment Act Procedures.....	B2-3
Small Retail Institution Checklist.....	B2-6
Small Retail Institution CRA Policies and Procedures Checklist (Assets Less Than \$277 Million).....	B2-6
Intermediate Small Retail Institutions	B2-12
Intermediate Small Retail Institution CRA Policies and Procedures Checklist (Assets More Than \$277 Million, Less Than \$1.109 Billion).....	B2-12
Large Retail Institutions	B2-19
Large Retail Institutions CRA Policies and Procedures Checklist (Assets More Than \$1.109 Billion)	B2-19
Limited Purpose and Wholesale Institutions	B2-28
Limited Purpose and Wholesale Institution CRA Policies and Procedures Checklist	B2-28
Attachment A Community Reinvestment Act Notice (Original Public Notice)	B2-35
Attachment B Community Reinvestment Act Notice (For Main Offices and Interstate Banks).....	B2-36
Attachment C Community Reinvestment Act Notice (For Branch Offices)	B2-37
Strategic Plan	B2-38
Strategic Plan CRA Checklist.....	B2-38
Revised Interagency Questions and Answers	B2-46
Revised Interagency Questions and Answers Policies and Procedures Checklist.....	B2-46
CRA Forms and Related Documentation	B2-47
CRA Forms and Documentation Review Checklist	B2-47
Specific File Documentation	B2-49
Specific File Documentation Review Checklist.....	B2-49
CRA Sunshine Requirements	B2-51
(Gramm-Leach-Bliley Act of 1999) Checklist.....	B2-51
Home Mortgage Disclosure Act	B2-54
Home Mortgage Disclosure Act Procedures	B2-54
Home Mortgage Disclosure Act (Regulation C)	B2-59
HMDA Policies and Procedures Review Checklist.....	B2-59
Loan Application Register (LAR) and Supporting Documentation	B2-67
LAR and Supporting Documentation Form Review Checklist	B2-67
Home Mortgage Disclosure Act File Review	B2-75
HMDA File Review Checklist	B2-75

Section B3

Truth-in-Lending Compliance

Introduction to Section B3 Truth-in-Lending Compliance	B3-1
Truth-in-Lending Act.....	B3-3
Truth-in-Lending Act Procedures.....	B3-3
Truth-in-Lending Act Policy Review Checklist.....	B3-9
Attachment A: Coverage Considerations Under Regulation Z	B3-30
Regulation Z Lending Forms Review Checklists	B3-31
Closed-End Credit Checklist	B3-32
Closed-End Credit: Variable Rate Disclosures Checklist — I.....	B3-38
Closed-End Credit: Variable Rate Disclosures Checklist — II.....	B3-39
Variable Rate Subsequent Disclosures Checklist.....	B3-40
Right of Rescission Notice Checklist	B3-41
Home Equity Line of Credit Review Checklist.....	B3-42
Open-End Credit Checklist.....	B3-46
Credit Card Disclosures Review Checklist	B3-48
Open-End Credit: Periodic Billing Statement Checklist	B3-50
Construction Loan Disclosures Review Checklist	B3-51
Reverse Mortgage Checklist.....	B3-56
Adjustable Rate Mortgage Review Checklist.....	B3-57
High-Cost Mortgages.....	B3-58
High-Cost Mortgage Disclosure Checklist.....	B3-58
Attachment B: High-Cost Mortgage Determination Grid	B3-60
Truth-in-Lending Act Advertising Checklists	B3-61
Open-End Credit Advertisements Checklist.....	B3-61
Closed-End Credit Advertisements Checklist	B3-67
Regulation Z File Review Worksheets	B3-69
Closed-End Credit Worksheet.....	B3-69
Closed-End Credit: Variable Rate Disclosures Worksheet — I.....	B3-75
Closed-End Credit: Variable Rate Disclosures Worksheet — II.....	B3-76
Variable Rate Subsequent Disclosures Worksheet.....	B3-78
Right of Rescission Notice Worksheet.....	B3-80
Home Equity Line of Credit Worksheet.....	B3-82
Open-End Credit Worksheet	B3-86
Credit Card Worksheet.....	B3-88
Periodic Billing Statement Worksheet	B3-89
Construction Loan Worksheet.....	B3-91
High-Cost Mortgages.....	B3-98
High Cost Mortgage Worksheet.....	B3-99
Reverse Mortgage Worksheet	B3-102
Adjustable Rate Mortgage Review Worksheet.....	B3-103

Section B4 Other Consumer Compliance

Introduction to Section B4 Other Consumer Compliance	B4-1
Flood Disaster Protection Act Loans in Areas Having Special Flood Hazards	B4-5
Flood Disaster Protection Act Loans in Areas Having Special Flood Hazards Procedures	B4-5
Flood Disaster Protection Act Policy and Procedures Review	B4-10
Flood Disaster Protection Act Forms/Document Review	B4-14
Flood Disaster Protection Act File Review Worksheet	B4-16
Real Estate Settlement Procedures Act	B4-19
Real Estate Settlement Procedures Act Procedures	B4-19
Real Estate Settlement Procedures Act Policy and Procedures Questionnaire	B4-26
Real Estate Settlement Procedure Act Form/Document Review	B4-36a
Purchase Money Mortgage Forms Worksheet	B4-36a
Refinanced Mortgages Forms Worksheet	B4-40
Home Equity Lines of Credit Forms Worksheet	B4-44
Non-Purchase Money First Lien Mortgages Worksheet	B4-49
Escrow Account Review Worksheet	B4-54
Real Estate Settlement Procedures Act File Review	B4-56
Purchase Money Mortgages Worksheet	B4-56
Refinanced Mortgages Worksheet	B4-63
Home Equity Lines of Credit Worksheet	B4-70
Non-Purchase Money First Lien Mortgages Worksheet	B4-77
Non-Purchase Money Subordinate Lien Transactions and Reverse Mortgages Worksheet	B4-84
Escrow Account Review Worksheet	B4-91
Electronic Funds Transfer Act	B4-98
Electronic Funds Transfer Act Procedures	B4-98
Electronic Funds Transfer Act Policy and Procedures Questionnaire	B4-102
Electronic Funds Transfer Act Form/Document Review	B4-111
Initial Disclosure	B4-111
Change in Terms; Error Resolution Notice	B4-113
Receipts at Electronic Terminals; Periodic Statements	B4-114
Preauthorized Transfers Forms	B4-116
EFT Service Providers Notice	B4-117
Account-Holding Institution Disclosures	B4-118
Electronic Funds Transfer Act File Review Worksheet	B4-119
ATM Fee Review Checklist	B4-126
Right to Financial Privacy Act	B4-127
Right to Financial Privacy Act Procedures	B4-127
Right to Financial Privacy Act Policy and Procedures Questionnaire	B4-130
Right to Financial Privacy Act Form/Document Review	B4-131
Right to Financial Privacy Act File Review	B4-132
Fair Credit Reporting Act	B4-133
Fair Credit Reporting Act Procedures	B4-133

Fair Credit Reporting Act Fair and Accurate Credit Transaction Act Policy and Procedures Questionnaire.....	B4-138
Fair Credit Reporting Act Fair and Accurate Credit Transactions Act Form/Document Review	B4-151
Fair Credit Reporting Act.....	B4-151
Fair and Accurate Credit Transactions Act of 2003	B4-153
Affiliate Information-Sharing Notice	B4-156
Fair Credit Reporting Act Fair and Accurate Credit Transactions Act File Review Worksheet.....	B4-157
Fair Credit Reporting Act.....	B4-157
Fair and Accurate Credit Transactions Act of 2003	B4-161
Fair Debt Collection Practices Act.....	B4-167
Fair Debt Collection Practices Act Procedures.....	B4-167
Fair Debt Collection Practices Act Policy and Procedures Questionnaire	B4-170
Fair Debt Collections Practices Act Form/Document Review	B4-171
Fair Debt Collections Practices Act File Review	B4-172
Unfair or Deceptive Acts or Practices.....	B4-173
Unfair or Deceptive Acts or Practices Procedures.....	B4-173
Unfair or Deceptive Acts or Practices Policy and Procedures Questionnaire	B4-177
Unfair or Deceptive Acts or Practices Form/Document Review.....	B4-179
Unfair or Deceptive Acts or Practices File Review	B4-181
Homeowners Protection Act of 1998.....	B4-183
Homeowners Protection Act of 1998 Procedures.....	B4-183
Homeowners Protection Act of 1998 Policy and Procedures Questionnaire.....	B4-186
Homeowners Protection Act Form/Document Review	B4-193
Homeowners Protection Act File Review Worksheet	B4-197
Privacy of Consumer Financial Information.....	B4-203
Privacy of Consumer Financial Information Procedures.....	B4-203
Privacy of Consumer Financial Information Policy and Procedures Questionnaire.....	B4-206
Safeguards for Customer Information Security Policy and Procedures Questionnaire	B4-215
Instant Messaging Checklist.....	B4-218
Privacy of Consumer Financial Information Form/Document Review	B4-219
Children’s Online Privacy Protection Act (COPPA) 15 USC 6501-6505	B4-223
Children’s Online Privacy Protection Act (COPPA) Policy and Procedures Questionnaire.....	B4-226
Telephone Consumer Protection Act (TCPA) and the Junk Fax Prevention Act	B4-231
Telephone Consumer Protection Act and the Junk Fax Prevention Act Policy and Procedures Questionnaire	B4-234
Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM) 12 USC 1751	B4-237
Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM) Policy and Procedures Questionnaire.....	B4-240
Servicemembers Civil Relief Act (SCRA) Pub. L. 108-189	B4-243
(Supercedes Soldiers’ and Sailors’ Civil Relief Act Procedures).....	B4-243
Servicemembers Civil Relief Act (SCRA) Policy and Procedures Questionnaire	B4-246
Servicemembers Civil Relief Act (SCRA) File Review Worksheet.....	B4-248

Section B5 Deposits Compliance

Introduction to Section B5 Deposits Compliance.....	B5-1
Expedited Funds Availability Act.....	B5-3
Expedited Funds Availability Act Procedures.....	B5-3
Expedited Funds Availability Act (Regulation CC) Policy and Procedures Checklist.....	B5-6
Electronic Funds Transfer Act Form/Document Review Checklist.....	B5-27
Reg CC — Subpart D Substitute Checks Form Review Checklist.....	B5-31
Expedited Funds Availability Act (Regulation CC) Checklists.....	B5-33
Hold Notices Checklist.....	B5-33
Review of the Deposit System Checklist.....	B5-37
Review Handling of Check 21 Checklist.....	B5-38
Truth-in-Savings Act.....	B5-46
Truth-in-Savings Act Procedures.....	B5-46
Truth-in-Savings Act (Regulation DD) Policy and Procedures Checklist.....	B5-49
Truth-in-Savings Act (Regulation DD) Forms Checklists.....	B5-53
Account Disclosure/Schedule Checklist.....	B5-53
Deposit Account Advertising Checklist.....	B5-57
Deposit Account Overdraft Protection Advertising Checklist.....	B5-62
Truth-in-Savings Act (Regulation DD) Transaction Review Checklists.....	B5-63
Periodic Statement Checklist.....	B5-63
Time Account Notices Checklist (Maturity < 1 Mo.).....	B5-65
Time Account Notices Checklist (Maturity 1 Mo. — 1 Yr.).....	B5-66
Time Account Notices Checklist (Maturity > 1 Yr.).....	B5-67
Time Account Notices Checklist (Maturity > 1 Yr. Not Automatically Renewed).....	B5-68
Overdraft Protection Statements Checklist.....	B5-69
Reserve Requirement of Depository Institutions.....	B5-70
Reserve Requirement of Depository Institutions Procedures.....	B5-70
Reserve Requirements and Interest on Deposits Policy and Procedures Checklist.....	B5-74
Reserve Requirements and Interest on Deposits Forms Checklists.....	B5-78
Reserve Requirements and Interest on Deposits Checklists.....	B5-79
Reserve Requirements Checklist.....	B5-80
Interest on Deposits Checklist.....	B5-82
Consumer Protections for Depository Institution Sales of Insurance.....	B5-87
Consumer Protections for Depository Institution Sales of Insurance Procedures.....	B5-87
Consumer Protection for Insurance Sales (OCC-12 CFR 14) Policy and Procedures Checklist.....	B5-90
Consumer Protection for Insurance Sales Forms Checklists.....	B5-94
Disclosure Checklist.....	B5-94
Consumer Protection for Insurance Sales Transaction Checklist.....	B5-96

Section B6

Anti-Money Laundering Compliance

Introduction to Section B6 Anti-Money Laundering Compliance.....	B6-1
Anti-Money Laundering Compliance	B6-3
Anti-Money Laundering Procedures	B6-3
Department of the Treasury’s Financial Recordkeeping and Reporting of Currency and Foreign Transactions Minimum Security Devices and Procedures, Reports of Suspicious Activities, and Bank Secrecy Act Compliance Program Procedures.....	B6-3
BSA/AML Program Policy And Procedures Review	B6-8
Additional Anti-Money Laundering Focus Areas.....	B6-39
Anti-Money Laundering Transaction Review	B6-78
CIP Worksheet.....	B6-78
CIP Customer Notice and Signage	B6-80
Wire Transfers Activity Documents	B6-81
Customer Funds Transfer Worksheet	B6-82
Noncustomer Funds Transfer Worksheet	B6-85
Transmittal of Funds Exempt from the Recordkeeping Requirements.....	B6-87
Transmittal Orders Worksheet.....	B6-88
Monetary Instruments Activity Log and Related Documents	B6-90
Monetary Instrument Worksheet	B6-90
Ongoing OFAC Monitoring	B6-92
OFAC Compliance Checklist	B6-92
Currency Transaction Reporting (CTR) Review	B6-95
Currency Transaction Monitoring Worksheet	B6-95
Currency Transaction Reporting (CTR) Review Actual Filings	B6-98
FinCEN Form 104 Currency Transaction Report.....	B6-99
Exemption List and Supporting Documentation.....	B6-103
Exempt List Review	B6-105
Exemption List: Support Documentation Actual Filings.....	B6-108
FinCEN Form 110 Designation of Exempt Person	B6-109
Suspicious Activity Report (SAR) Documentation Review	B6-111
Suspicious Activity Report (SAR) Review Actual Filings.....	B6-113
Department of the Treasury TD F 90-22.47 Suspicious Activity Report	B6-115
Report of International Transportation of Currency or Monetary Instruments (FinCEN Form 105).....	B6-120
FinCEN Form 105 Report of International Transportation of Currency or Monetary Instruments	B6-121
Report of Foreign Bank and Financial Accounts (Department of Treasury TD F 90-22.1).....	B6-123
InSIGHTS	B6-123
Department of the Treasury TD F 90-22.1 Report of Foreign Bank and Financial Accounts.....	B6-124
Reports of Cash Payments Over \$10,000 Received in a Trade or Business — IRS Form 8300	B6-128
IRS Form 8300 Report of Cash Payments Over \$10,000 Received in a Trade or Business	B6-129
Annual Report of Blocked Property — Form TD F 90.22.50	B6-134

Department of the Treasury Form TD F 90.22.50 Office of Foreign Assets Control
Application for the Release of Blocked Funds B6-135
Record Retention Review B6-138

Volume II

Section B7 Commercial Compliance

Introduction to Section B7 Commercial Compliance B7-1
Loans to Executive Officers, Directors, and Principal Shareholders B7-5
 Loans to Executive Officers, Directors, and Principal Shareholders Procedures B7-5
 Loans to Executive Officers, Directors, and Principal Shareholders Policy and
 Procedures Checklist B7-8
 Loans to Executive Officers, Directors, and Principal Shareholders Forms/Document
 Review Checklist B7-13
 Loans to Executive Officers, Directors, and Principal Shareholders File Review Checklist B7-14
Minimum Security Devices and Procedures, Reports of Suspicious Activities, and Bank
Secrecy Act Compliance Program B7-19
 Minimum Security Devices and Procedures, and Reports of Suspicious Activities Procedures B7-19
 Minimum Security Devices and Procedures/Suspicious Activity Reports Policies and
 Procedures Checklist B7-22
 Minimum Security Devices and Procedures/Suspicious Activity Reports Forms/Document
 Review Checklist B7-25
 Minimum Security Devices and Procedures/Suspicious Activity Reports File
 Review Checklist B7-26
Extensions of Credit by Federal Reserve Banks B7-29
 Extensions of Credit by Federal Reserve Banks Procedures B7-29
 Extensions of Credit by Federal Reserve Banks (Regulation A) Policies and
 Procedures Checklist B7-31
 Extensions of Credit by Federal Reserve Banks (Regulation A) Reports
 Forms/Document Review Checklist B7-33
 Extensions of Credit by Federal Reserve Banks (Regulation A) File Review Checklist B7-33
Collection of Checks and Other Items and Wire Transfer of Funds by Federal Reserve Banks B7-34
 Collection of Checks and Other Items and Wire Transfer of Funds by Federal Reserve
 Banks Procedures B7-34
 Collection of Checks and Other Items and Wire Transfer of Funds by Federal
 Reserve Banks Regulation J (Subpart A) Policies and Procedures Checklist B7-37
 Collection of Checks and Other Items and Wire Transfer of Funds by Federal Reserve
 Banks Regulation J Reports Forms/Document Review Checklist B7-39
 Collection of Checks and Other Items and Wire Transfer of Funds by Federal Reserve
 Banks (Regulation J) Document Review Checklist B7-39

Rules That Govern Funds Transfers Through Fedwire Regulation J (Subpart B) Checklist	B7-41
Records to Be Made and Retained by Financial Institutions	B7-42
Records to Be Made and Retained by Financial Institutions Procedures	B7-42
Records to Be Made and Retained by Financial Institutions Policies and Procedures Checklist	B7-45
Records to Be Made and Retained by Financial Institutions Reports Forms/Document Review Checklist	B7-48
Records to Be Made and Retained by Financial Institutions Document Review Checklist	B7-48
Reimbursement to Financial Institutions for Assembling or Providing Financial Records	B7-50
Reimbursement to Financial Institutions for Assembling or Providing Financial Records Procedures	B7-50
Reimbursement to Financial Institutions for Assembling or Providing Financial Records Policies and Procedures Checklist	B7-52
Reimbursement to Financial Institutions for Assembling or Providing Financial Records Forms/Document Review Checklist	B7-54
Reimbursement to Financial Institutions for Assembling or Providing Financial Records Request/Search Review Checklist	B7-54
Credit by Banks and Persons Other Than Brokers or Dealers for the Purpose of Purchasing or Carrying Margin Stocks	B7-56
Credit by Banks and Persons Other Than Brokers or Dealers for the Purpose of Purchasing or Carrying Margin Stocks Procedures	B7-56
Credit by Banks and Persons Other Than Brokers or Dealers for the Purpose of Purchasing or Carrying Margin Stocks Policies and Procedures Checklist	B7-59
Credit by Banks and Persons Other Than Brokers or Dealers for the Purpose of Purchasing or Carrying Margin Stocks Document/Forms Review Checklist	B7-61
Credit by Banks and Persons Other Than Brokers or Dealers for the Purpose of Purchasing or Carrying Margin Stocks Records File Review Checklist	B7-62
Interbank Liabilities	B7-64
Interbank Liabilities Procedures	B7-64
Interbank Liabilities Policies and Procedures Checklist	B7-66
Interbank Liabilities Forms/Document Review Checklist	B7-68
Interbank Liabilities Transaction/File Documentation Review Checklist	B7-68
Annual Disclosure of Financial Information	B7-70
Annual Disclosure of Financial Information Procedures	B7-70
Annual Disclosure of Financial Information Policies and Procedures Checklist	B7-72
Annual Disclosure of Financial Information Forms/Document Review Checklist	B7-74
Annual Disclosure of Financial Information File Documentation Review Checklist	B7-74
Advertisement of FDIC	B7-76
Advertisement of FDIC Membership Procedures	B7-76
Advertisement of FDIC Membership Policies and Procedures Checklist	B7-78
Advertisement of FDIC Membership Forms/Document Review Checklist	B7-79
Advertisement of FDIC Membership File Documentation Review Checklist	B7-79
Internal Revenue Service Withholding Requirements (TIN)	B7-81
Internal Revenue Service Withholding Requirements (TIN) Procedures	B7-81
Interest Withholding Requirements Policies and Procedures Checklist	B7-83
Interest Withholding Requirements Forms/Document Review Checklist	B7-84
Interest Withholding Requirements File Documentation Review Checklist	B7-84

Americans with Disabilities Act of 1990	B7-85
Americans with Disabilities Act of 1990 Procedures	B7-85
Americans with Disabilities Act Policies and Procedures Checklist.....	B7-88
Americans with Disabilities Act Forms/Document Review Checklist.....	B7-89
Americans with Disabilities Act File Documentation Review Checklist.....	B7-89
Payment Systems Risk/Daylight Overdrafts.....	B7-91
Payment Systems Risk/Daylight Overdrafts Procedures	B7-91
Payment Systems Risk/Daylight Overdrafts Policies and Procedures Checklist	B7-94
Payment Systems Risk/Daylight Overdrafts Forms/Document Review Checklist	B7-100
Payment Systems Risk/Daylight Overdrafts File Documentation Review Checklist	B7-100
Corporate Business Resumption and Contingency Planning.....	B7-102
Corporate Business Resumption and Contingency Planning Procedures.....	B7-102
Corporate Business Resumption and Contingency Planning Policies and Procedures Checklist	B7-105
Corporate Business Resumption and Contingency Planning Forms/Document Review Checklist.....	B7-109
Corporate Business Resumption and Contingency Planning File Documentation Review Checklist.....	B7-109
Real Estate Appraisal Standards	B7-111
Real Estate Appraisal Standards Procedures	B7-111
Real Estate Appraisal Standards Policies and Procedures Checklist.....	B7-114
Real Estate Appraisal Standards Forms/Document Review Checklist.....	B7-119
Real Estate Appraisal Standards File Documentation Review Checklist.....	B7-119
Bank Bribery Act	B7-124
Bank Bribery Act Procedures	B7-124
Bank Bribery Act Policies and Procedures Checklist.....	B7-127
Bank Bribery Act Forms/Document Review Checklist.....	B7-129
Bank Bribery Act File Documentation Review Checklist.....	B7-129
Banking Affiliates Act of 1982.....	B7-130
Transactions with Affiliates Procedures	B7-130
Transactions with Affiliates Policies and Procedures Checklist	B7-134
Transactions with Affiliates Forms/Document Review Checklist	B7-153
Transactions with Affiliates File Documentation Review Checklist	B7-153
Lost and Stolen Securities Program.....	B7-161
Lost and Stolen Securities Program Procedures	B7-161
Lost and Stolen Securities Policies and Procedures Checklist.....	B7-163
Lost and Stolen Securities Forms/Document Review Checklist	B7-165
Lost and Stolen Securities File Documentation Review Checklist	B7-166
Depository Management Interlocks Act/Management Official Interlocks	B7-168
Depository Management Interlocks Act/Management Official Interlocks Procedures	B7-168
Management Official Interlocks Policies and Procedures Checklist.....	B7-173
Management Official Interlocks Forms/Document Review Checklist.....	B7-174
Management Official Interlocks File Documentation Review Checklist.....	B7-174
Consumer Leasing Act.....	B7-175
Consumer Leasing Act Procedures.....	B7-175
Consumer Leasing Policies and Procedures Checklist.....	B7-178
Consumer Leasing Forms/Document Review Checklist.....	B7-181

Consumer Leasing File Documentation Review Checklist	B7-184
Consumer Leasing Advertising Checklist	B7-187
Interagency Policy Statement on Retail Sales of Nondeposit Investment Products/Joint Interpretations of the Interagency Policy Statement on Retail Sales of Nondeposit Investment Products	B7-192
Interagency Policy Statement on Retail Sales of Nondeposit Investment Products/Joint Interpretations of the Interagency Policy Statement on Retail Sales of Nondeposit Investment Products Procedures	B7-192
Retail Nondeposit Investment Product (NDIP) Policies and Procedures Checklist	B7-196
Retail Nondeposit Investment Product (NDIP) Sales Forms/Document Review Checklist	B7-208
Retail Nondeposit Investment Product (NDIP) Sales File Documentation Review Checklist	B7-211
International Lending Supervision Act (Regulation K)	B7-220
International Lending Supervision Act (Regulation K) Procedures	B7-220
International Lending Supervision Act (Regulation K) Policies and Procedures Checklist	B7-222
International Lending Supervision Act (Regulation K) Forms/Document Review Checklist	B7-225
International Lending Supervision Act (Regulation K) File Documentation Review Checklist	B7-225

Section B8 Electronic Banking Services

Introduction to Section B8 Electronic Banking Services	B8-1
Electronic Signatures Act	B8-3
Electronic Signatures in Global and National Commerce Act	B8-3
Electronic Signatures Act Suggested Electronic Storage Safeguards Based on SEC Guidance (June 2001)	B8-6
Electronic Signatures Act Guidance on Electronic Record Retention Systems	B8-8
Electronic Signatures Act Guidance on Electronic Record Retention Systems Checklist	B8-8a
Electronic Banking Checklist (Based on Final Rule Published by the OCC*)	B8-8f
Wireless Networks Risk Management Checklist	B8-21
Information Systems Compliance Checklist	B8-25
Information Systems (IS) Contingency Planning Checklist	B8-71
Operations Work Program Checklist	B8-75

Part C
Compliance Monitoring Procedures:
Review by Lending Product

Section C1
Personal Loans

Introduction to Section C1 Personal Loans.....	C1-1
Personal Loans: Secured by Non-Real Estate Collateral	C1-3
Personal Loans: Secured by Non-Real Estate Collateral Procedures	C1-3
Personal Loans: Secured by Non-Real Estate Collateral Worksheet.....	C1-6
General Policy and Procedures Review	C1-6
General Forms Review	C1-12
Review of Adverse Action Notice Form	C1-14
Loan File Sample Review.....	C1-16
Personal Loans: Unsecured.....	C1-32
Personal Loans: Unsecured Procedures.....	C1-32
Personal Loans: Unsecured Worksheet	C1-35
General Credit Policy and Procedures Review	C1-35
General Application Form Review	C1-40
Review of Adverse Action Notice Form	C1-42
Loan Sample File Review.....	C1-45

Section C2
Consumer Leases

Introduction to Section C2 Consumer Leases.....	C2-1
Consumer Leases	C2-3
Consumer Lease Procedures.....	C2-3
Consumer Leases Worksheet.....	C2-6
General Policy and Procedures Review	C2-6
General Forms Review	C2-12
Review of Adverse Action Notice Form	C2-16
Lease File Sample Review.....	C2-18

Section C3 Home-Related Products

Introduction to Section C3 Home-Related Products.....	C3-1
Home Equity Lines of Credit.....	C3-3
Home Equity Lines of Credit Procedures.....	C3-3
Home Equity Lines of Credit Worksheet.....	C3-6
General Policy and Procedures Review.....	C3-7
General Application and Forms Review.....	C3-23
Review of Adverse Action Notice Form.....	C3-34
Loan File Sample Review.....	C3-36
Escrow Account Worksheet.....	C3-67
Home Improvement Loans.....	C3-83
Home Improvement Loan Procedures.....	C3-83
Home Improvement Loan Worksheet.....	C3-86
General Policy and Procedures Review.....	C3-86
General Application and Forms Review.....	C3-105
Review of Adverse Action Notice Form.....	C3-119
Loan File Sample Review.....	C3-121
Reverse Mortgage Worksheet.....	C3-156
Escrow Account Worksheet.....	C3-157
High Cost Mortgages.....	C3-174
Residential Real Estate Mortgages.....	C3-179
Residential Real Estate Mortgages Procedures.....	C3-179
Residential Real Estate Mortgages Worksheet.....	C3-182
General Policy and Procedures Review.....	C3-182
General Application and Forms Review.....	C3-201
Review of Adverse Action Notice Form.....	C3-215
Loan File Sample Review.....	C3-217
Reverse Mortgage Worksheet.....	C3-251
Escrow Account Worksheet.....	C3-252
High-Cost Mortgages.....	C3-268
High-Cost Mortgage Worksheet.....	C3-269

Section C4 Credit Cards

Introduction to Section C4 Credit Cards.....	C4-1
Credit Cards.....	C4-3
Credit Cards Procedures.....	C4-3
Credit Card Worksheet.....	C4-6
General Policy and Procedures Review.....	C4-6

Regulation AA — Unfair or Deceptive Acts or Practices	C4-12
Record Retention Requirements — Policy and Procedures	C4-13
General Application and Forms Review	C4-14
Review of Adverse Action Notice Form	C4-18
Loan File Sample Review	C4-20

Section C5

Business-Related Products

Introduction to Section C5 Business-Related Products	C5-1
Business Lines of Credit	C5-3
Business Lines of Credit Procedures	C5-3
Business Lines of Credit Worksheet	C5-6
General Policy and Procedures Review	C5-6
General Forms Review	C5-16
Review of Adverse Action Notice Form	C5-17
Loan File Sample Review	C5-20
Business Loans: Unsecured	C5-32
Business Loans: Unsecured Procedures	C5-32
Business Loans: Unsecured Worksheet	C5-35
General Policy and Procedures Review	C5-35
General Forms Review	C5-40
Review of Adverse Action Notice Form	C5-41
Loan File Sample Review	C5-44
Business Loans: Secured by Non-Real Estate Collateral	C5-50
Business Loans Secured by Non-Real Estate Collateral Procedures	C5-50
Business Loans Secured by Non-Real Estate Collateral Worksheet	C5-53
General Policy and Procedures Review	C5-53
General Forms Review	C5-58
Review of Adverse Action Notice Form	C5-59
Loan File Sample Review	C5-62
Business Loans: Secured By Real Estate Collateral	C5-69
Business Loans Secured By Real Estate Collateral Procedures	C5-69
Business Loans Secured by Real Estate Collateral Worksheet	C5-72
General Policy and Procedures Review	C5-72
General Application and Forms Review	C5-81
Review of Adverse Action Notice Form	C5-82
Loan File Sample Review	C5-85

Section C6
Letters of Credit

Introduction to Section C6 Letters of Credit..... C6-1

Letters of Credit: Secured by Real Estate Collateral C6-3

Letters of Credit Secured by Real Estate Collateral Procedures..... C6-3

Letters of Credit Secured by Real Estate Collateral Worksheet C6-6

General Policy and Procedures Review C6-6

General Forms Review C6-15

Review of Adverse Action Notice Form C6-16

Loan File Sample Review..... C6-19

Letters of Credit: Secured by Non-Real Estate Collateral C6-31

Letters of Credit Secured by Non-Real Estate Collateral Procedures C6-31

Business Loans Secured by Non-Real Estate Collateral Worksheet C6-34

General Policy and Procedures Review C6-34

General Forms Review C6-39

Review of Adverse Action Notice Form C6-40

Loan File Sample Review..... C6-43

Letters of Credit: Unsecured..... C6-50

Letters of Credit: Unsecured Procedures C6-50

Business Loans: Unsecured Worksheet..... C6-53

General Policy and Procedures Review..... C6-53

General Forms Review C6-58

Review of Adverse Action Notice Form C6-59

Loan File Sample Review..... C6-62

Section C7
Residential Construction Loans

Introduction to Section C7 Residential Construction Loans..... C7-1

Residential Real Estate Construction Loans (Temporary Financing Only)..... C7-3

Residential Real Estate Construction Loans (Temporary Financing Only) Procedures C7-3

Residential Real Estate Construction Loans (Temporary Financing Only) Worksheet C7-6

General Policy And Procedures Review..... C7-6

General Application and Forms Review..... C7-22

Review of Adverse Action Notice Form C7-27

Loan File Sample Review..... C7-29

Residential Real Estate Construction Loans (Initial and Permanent (End) Financing)..... C7-50

Residential Real Estate Construction Loans (Initial and Permanent (End) Financing)
Procedures..... C7-50

Residential Real Estate Construction Loans (Initial and Permanent (End) Financing)
Worksheet..... C7-54

General Policy and Procedures Review C7-54
General Application and Forms Review..... C7-71
Review of Adverse Action Notice Form C7-85
Loan File Sample Review..... C7-87
Escrow Account Worksheet..... C7-122