

**BIC CERTIFICATION ADDENDUM
FOR
DEPOSITORY INSTITUTIONS THAT IMAGE AND DESTROY
ORIGINAL PAPER LOAN DOCUMENTATION**

Institution Name: _____ ABA: _____

Prior to completing this form, please review the Federal Reserve Bank of New York's "BIC Program Requirements" at the following link: http://www.newyorkfed.org/banking/collateral_pledging_forms.html. If needed, contact the Discount Window staff at Discount.Collateral@ny.frb.org for a Microsoft Word version of this form. Handwritten addendums will not be accepted.

Note: If your institution destroys loan documentation ONLY after the loan has been paid off, you are not required to complete this addendum.

Indicate the Loan Collateral Type(s)

<input type="checkbox"/> Agricultural Loans	<input type="checkbox"/> Commercial and Industrial Loans and Leases	<input type="checkbox"/> Commercial Real Estate Loans	<input type="checkbox"/> Construction Loans
<input type="checkbox"/> U.S. Agency Guaranteed Loans ¹	<input type="checkbox"/> Student Loans	<input type="checkbox"/> One-to-Four Family Mortgage Loans (First Lien)	<input type="checkbox"/> One-to-Four Family Mortgage Loans (Second Lien, Home Equity)
<input type="checkbox"/> Consumer Loans and Leases Secured (auto, boat, etc.)	<input type="checkbox"/> Consumer Loans Unsecured	<input type="checkbox"/> Obligations of States & Political Subdivisions (municipalities)	<input type="checkbox"/> Raw Land Loans

Indicate the name of the imaging system:

1. Please list the types of documents (e.g., promissory notes, appraisals, credit agreements, etc.) that are imaged and destroyed. Describe how documents are imaged (e.g., by whom, what technology is used, etc.). If the imaging process is outsourced, please indicate this in your response along with the name of the service provider.

2. Explain how and with what frequency the accuracy and completeness of the imaging process is tested.

3. Is the image and destruction process audited? Yes No

If yes, indicate audit frequency and provide audit report (if not already provided with BIC certification).

If no, please explain why not.

¹ Loans issued and guaranteed by the Small Business Administration, the U.S. Department of Education, the Export Import Bank of the United States, or the Rural Housing Service. Only the guaranteed portion of the US Agency Guaranteed loans will receive the guaranteed margin and be included in this type of BIC.

4. Describe how imaged document files are named, stored and accessed.
5. Describe how the ability to alter or delete imaged documents is controlled and how such alterations or deletions are tracked.
6. Describe your institution's contingency arrangements for access to imaged documents.
7. Describe how original paper documents are destroyed. If documents are not destroyed immediately after imaging, how long does your institution retain original documentation?
8. If your institution does not destroy all documentation relating to a loan, indicate the documentation that your institution maintains in physical form and where it is stored.
9. Does your institution have a process to verify the destruction of all loan documents intended to be destroyed? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none">• Please explain the process.• Can you confirm that your destruction process is current (i.e., not back-logged)? <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is your institution able to provide destruction logs or receipts for all pledged loans? <input type="checkbox"/> Yes <input type="checkbox"/> No

AUTHORIZATION

PLEASE HAVE THE APPROPRIATE OFFICIALS OF YOUR INSTITUTION REVIEW AND SIGN THIS FORM.

I have reviewed the above responses and attest that the responses are accurate.

Authorized Signature*

2nd Authorized Signature, if applicable*

Print Name

Print Name

Title

Title

Date

Date

**Authorized individuals listed on the [Operating Circular 10 \("OC-10"\) Borrowing Resolution \(line 2\)](#) or the [Official OC-10 Authorization List](#) as a pledgor.*

I certify that I am in receipt of and have reviewed the Federal Reserve Bank of New York's "BIC Imaging and Storage Requirements." Further, I attest that all relevant internal policies and procedures have been reviewed and examined for Borrower-In-Custody program conformance and confirm this institution to be in compliance.

Authorized Signature

Title

Date

Print Name

I am an internal auditor external auditor responsible director**

**The director must not be directly responsible for discount window borrowing or collateral pledging.

E-MAIL INSTRUCTIONS

Using [FRSecure](#) or any other approved secured transmission method, send a signed copy of this addendum and any applicable attachments to the following e-mail address:
Discount.Collateral@ny.frb.org.