



**COMMONWEALTH OF MASSACHUSETTS**  
**Office of Consumer Affairs and Business Regulation**  
**DIVISION OF BANKS**

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April 10, 2020

To the Chief Executive Officer of the Credit Union:

The Division of Banks (Division) is issuing this correspondence to notify you of the new process related to the submission of supporting documentation to the Division as part of the NCUA Call Report Form 5300 filing process. As you may be aware, NCUA policy requires Call Reports to be validated before they are made available to the public. In an effort to reduce the industry's burden in the Call Report validation process, the Division is now requesting the following items:

- Copy of a detailed balance sheet
- Copy of a detailed income statement
- Cover letter describing material differences between the balance sheet & income statement figures and figures reported in the NCUA Call Report, if any

The Division asks that the requested items are forwarded upon filing the Call Report with the NCUA.

The Division understands that certain adjustments to the financial statements are required when following the Call Report instructions. With this new process, the Division is hoping that with disclosure of these adjustments, if applicable, the validation process will operate more efficiently and require less follow up with credit union staff.

The Division requests that credit union staff e-mail these requested supporting documents in electronic format to: [dob.ma.ncua@mass.gov](mailto:dob.ma.ncua@mass.gov). If transmission by e-mail is not feasible, a new dedicated eFax number has been created, and faxes transmitted will be automatically forwarded to the above mentioned e-mail address. The new eFax number is: (617) 368-2400. Please share this information with all applicable credit union staff.

Should you have any questions relative to this matter, please contact Chief Director Christopher R. Cook at (617) 956-1538 or [christopher.r.cook@mass.gov](mailto:christopher.r.cook@mass.gov).

Sincerely,

A handwritten signature in cursive script that reads "James A. Barrett".

James A. Barrett  
Deputy Commissioner