

**BIC CERTIFICATION ADDENDUM**  
**FOR**  
**DEPOSITORY INSTITUTIONS THAT IMAGE AND STORE**  
**ORIGINAL PAPER LOAN DOCUMENTATION AT A THIRD-PARTY CUSTODIAN (“TPC”) INCLUDING**  
**A RECORDS & INFORMATION MANAGEMENT COMPANY (“RIM”) OR AFFILIATE**

Institution Name: \_\_\_\_\_ ABA: \_\_\_\_\_

*Prior to completing this form, please review the latest version of the Federal Reserve Bank of New York’s “BIC Program Requirements” at the following link: [http://www.newyorkfed.org/banking/collateral\\_pledging\\_forms.html](http://www.newyorkfed.org/banking/collateral_pledging_forms.html). If needed, contact the Discount Window staff at [Discount.Collateral@ny.frb.org](mailto:Discount.Collateral@ny.frb.org) for a Microsoft Word version of this form. Handwritten addendums will not be accepted.*

**Note: If your institution images and stores on-site (i.e., not with a third-party custodian) then an image and store addendum is not required.**

**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 <sup>1</sup>	<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

1. Indicate the name of the imaging system:

Indicate the name of the Third-Party Custodian (“TPC”) and provide its address:

2. Please list the types of documents (e.g., promissory notes, appraisals, credit agreements. etc.) that are imaged and stored. 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.

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

<sup>1</sup> 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.

<p>4. Is the image and store process audited? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, indicate audit frequency and provide audit report (if not already provided with BIC certification).</p> <p>If no, please explain why not.</p>
<p>5. Describe how imaged document files are named, stored and accessed.</p>
<p>6. Describe how the ability to alter or delete imaged documents is controlled and how such alterations or deletions are tracked.</p>
<p>7. Describe your institution's contingency arrangements for access to imaged documents.</p>
<p>8. How long does your institution retain original documentation before sending it to the TPC? Where is the original documentation stored before it is sent to the TPC?</p>
<p>9. Describe the physical storage facility of the TPC. Please explain how documents are protected from loss, fire, theft, and other dangers.</p>
<p>10. Indicate how frequently the original documents are recalled from the TPC?</p>
<p>11. How does your institution ensure that documents continue to be stored at the TPC and have not been lost or misplaced?</p>
<p>12. For loans that are actively pledged, please provide the TPC location and box numbers of the documents.</p>

**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\*

\_\_\_\_\_  
2<sup>nd</sup> 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](mailto:Discount.Collateral@ny.frb.org).