

INSTRUCTIONS FOR EMPLOYEES FILING FORM FDIC 2410/06 CONFIDENTIAL REPORT OF INDEBTEDNESS

Employees who must file the FDIC Form 2410/06

- All employees who are required to file an SF-278, Public Financial Disclosure Report;
- DSC employees at or above grade 13 in a job series 301, 341, 343, 501, 505, 510 and 2210;
- DSC employees at or above grade 12 in job series 1101
- DSC employees at or above grade 11 in job series 301 identified as consumer affairs specialists, consumer affairs assistants, and consumer affairs technicians;
- DSC employees at or above grade 5 in job series 570 and 1160;
- DSC employees at or above grade 4 in job series 599
- CEP Examiners

When you must file FDIC Form 2410/06 and for what period

New Entrant

- Within 30 days of entering on duty in one of the job categories described above.
- The reporting period for a new entrant is the preceding 12 months from the date of filing.

Annual Filer

- Employees who are required to file an SF-278, Public Financial Disclosure Report, file FDIC Form 2410/06 in conjunction with their SF-278 due annually, no later than May 15, unless that date is extended by the FDIC. The reporting period is the preceding calendar year.
- Other employees in the job categories described above file FDIC Form 2410/06 due annually, no later than February 15, unless that date is extended by the FDIC. The reporting period is the preceding calendar year.

About those indebtedness you must report on FDIC Form 2410/06

- You own
- Your spouse's
- Your dependent child's, and
- Indebtedness you have jointly with another person

Completing Part I "Creditors" of FDIC Form 2410/06

- If none of the persons about whom you are reporting owed any financial obligation to an FDIC-insured institution during the reporting period, mark the "NONE" box;
- In the "Type of Liability" column describe in a few words each financial obligation owed during the reporting period to an FDIC-insured institution, including its subsidiaries. Include both obligations that were actually owed during the reporting period and those that were contingent (e.g., you were a loan co-signer or guarantor). For example, identify mortgage loans for a personal residence, mortgage loans for rental property, car loans, and lines of credit;
- Designate who owned the financial obligation by marking, "S" for spouse, "J" for joint, and "DC" for dependent child; and
- Identify the creditor and the city and state in which the creditor is located.

Note: Report all liabilities, including those exempt from reporting on the Public or Confidential Financial Disclosure Reports, SF 278 or OGE Form 450.

Completing Part II "Employee's Certification" of FDIC Form 2410/06

- Sign and date the form in the designated blocks;
- Your signature certifies that the statements made on the form are true, complete, and correct to the best of your knowledge and belief; and
- Your signature also acknowledges that you must disqualify yourself from participating in any official FDIC business that affects any of the creditors you listed, as applicable.

What to do with the completed FDIC Form 2410/06 (For Non-Electronic Filing)

- Sign a completed copy of the form;
- Make two copies of the completed and signed form;
- Send the form with your original signature and provide the original and one copy to your Deputy Ethics Counselor; and
- Keep one copy for your records.

Federal Deposit Insurance Corporation
CONFIDENTIAL REPORT OF INDEBTEDNESS

Reporting Status *(Check One)*

- New Entrant
 Annual Filer

Name of Employee *(Last, First, MI)*

Employee Identification Number

Title

Division Or Office

Office Telephone Number

PART I – CREDITORS *(To be completed by all employees who file an SF-278, examiners, and other employees as indicated in the instructions. Check the Ethics Web Page for assistance regarding credit restrictions.) (If none, check the “NONE” box.)* NONE

List all non-credit card financial obligations, including contingent obligations (i.e., co-signer, guarantor), owed to an FDIC-insured depository institution and/or its subsidiary, by you, your spouse (S), jointly (J), or dependent child (DC) during the reporting period. Include mortgages, automobile loans, lines of credit, and other consumer debt, and any debt whether or not it is reported on your SF-278 or OGE Form 450 report.

S, J, or DC	Type of Obligation or Liability	FDIC-insured Depository Institution or Subsidiary	City and State	Origination Date of Loan	Check if NO Longer Held
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

PART II – EMPLOYEE CERTIFICATION

I certify that the statements I have made on this form are true, complete, and correct to the best of my knowledge and belief. I fully understand that under 5 CFR § 3201.102(b), I am disqualified from participating in any particular matter involving an FDIC-insured depository institution or other person with whom I have an understanding extension of credit.

Employee’s Signature

Date

Deputy Ethics Counselor/Reviewing Official Signature

Date

PRIVACY ACT STATEMENT

The Ethics in Government Act of 1978 (5 U.S.C. App 4, § 101 et seq.), 12 U.S.C. §§1819, 1822(f), Executive Orders 11222 and 12674 (as modified by Executive Order 12731), and 5 C.F.R. § 3201 authorize the collection of this information. The FDIC will use the information collected to determine your compliance with the above-referenced statutes, regulations and executive orders and the ethical standards of conduct for employees of the FDIC. Disclosure of this information may be made in accordance with the “routine uses of records” listed in the FDIC’s Employee Confidential Financial Disclosure Records, # 30-64-0006, including disclosure to: (1) the appropriate Federal, State or local agency or responsible authority, such information that is necessary and pertinent for investigating or prosecuting a violation of or for enforcing or implementing a statute, rule, regulation, or order when the information indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto; (2) a congressional office in response to an inquiry made by the congressional office at the request of the individual to whom the record pertains; (3) third party sources and their representatives during the course of an investigation to obtain information relevant or pertinent to resolve a conflict or potential conflict of interest; and (4) a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation or settlement negotiations, or in connection with the criminal proceedings, when the FDIC is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary. Completing this form is required. Falsification of information or a failure to file or report information required to be reported on this form may subject you to disciplinary action, including dismissal by the FDIC or other appropriate authority. A knowing and willful falsification or omission of information required to be reported on this form may also subject you to criminal prosecution.