

Wednesday, June 8, 2022

Bulletin #2022-NDC-004

## NOTICE TO NON-DELEGATED CORRESPONDENT CUSTOMERS

### Action Required - 2022 Semi-Annual Review Process

#### FLC Bank conducts reviews on all approved customers in all channels semi-annually.

To ensure a timely review and avoid an interruption in service, please provide the following documentation no later than the close of business **Thursday, June 23, 2022**.

1. **Completed 2022 Annual Customer Review Certification** ([CLICK TO DOWNLOAD](#)). If any responses require explanation, these are to be provided on company letterhead.
2. **Completed new NDC Agreement** ([CLICK TO DOWNLOAD](#)). The NDC Agreement is required due to regulatory changes in the industry.
3. **Completed 2022 Appraisal Certification Form** ([CLICK TO DOWNLOAD](#)).
4. **2021 Year-end Financials**, Preferably Audited Financials or Tax Returns. Company produced financials are acceptable if your 2021 company tax return is not yet available. Both a balance sheet for 12/31/2021 and a P&L for the year 1/1/2021 through 12/31/2021 are required.
5. Please ink-sign all documents or ensure your e-signature vendor is on FLC Bank's approved e-signature vendor list located on pages 4-6. ([CLICK TO DOWNLOAD](#))

#### **IMPORTANT**

This FLC Bank notification is being e-mailed to the "Primary" contact on our approved customer list. If the "Primary" contact is not the correct person to receive this information, we ask that it be forwarded to the appropriate individual(s). Failure to comply will result in the suspension of a company's approval and interruption in loan processing until the appropriate documentation is received by FLC Bank. If proper documentation is not received by the final date, we may terminate your account for non-compliance.

#### **Transmittal Instructions**

Please send all 4 items listed above via email to: [tpoannualreview@flcb.com](mailto:tpoannualreview@flcb.com).

**Note:** FLC Bank can provide a secure transmittal link upon your request via our secure file transmittal provider (Mimecast). E-mail [cdodson@flcb.com](mailto:cdodson@flcb.com) for a large file Mimecast request.