

Friday, July 21, 2023

Bulletin #2023-NDC-003

**NOTICE TO NON DELEGATED CORRESPONDENT CUSTOMERS****Action Required - 2023 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 **Friday, August 4, 2023**.

1. **Completed 2023 Annual Customer Review Certification** ([CLICK TO DOWNLOAD](#)). If any responses require explanation, these are to be provided on company letterhead.
2. **Completed 2023 Appraisal Certification Form** ([CLICK TO DOWNLOAD](#)).
3. **2022 Year-end Financials**, Preferably Audited Financials or Tax Returns. Company produced financials are acceptable if your 2022 company tax return is not yet available. Both a balance sheet for 12/31/2022 and a P&L for the year 1/1/2022 through 12/31/2022 are required.
4. 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 3 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 [btouchtonn@flcb.com](mailto:btouchtonn@flcb.com) for a large file Mimecast request.