



**INSTRUCTIONS FOR LEASING INSTITUTIONS ON
INCOME STATEMENT – YEAR-TO-DATE**

INTEREST INCOME

<u>Item No.</u>	<u>Captions and Instructions</u>	<u>Account</u>
1	<p><u>Interest and fee income on loans.</u> Report in the appropriate subitem all interest, fees, and similar charges levied against or associated with all assets reportable as loans.</p> <p>Deduct interest rebated to customers on loans paid before maturity from gross interest earned on loans; do not report as an expense.</p> <p><u>Include</u> as interest and fee income on loans:</p> <ol style="list-style-type: none">(1) Interest on all assets reportable as loans extended directly, purchased from others, sold under agreements to repurchase, or pledged as collateral for any purpose.(2) All yield-related fees on loans held in the bank's portfolio. Report only the bank's proportional share of yield-related fees collected in connection with a loan syndication or participation that are not passed through to another lender.(3) Loan commitment fees recognized.(4) Investigation and service charges, fees representing a reimbursement of loan processing costs, renewal and past-due charges, prepayment penalties, and fees charged for the execution of mortgages or agreements securing the bank's loans.	

- (5) Accreditation of discount off on acceptances, loans secured by real estate (including points charge), and other loans. Deduct amortization of premium on loans secured by real estate or other loans from gross interest on loans.

**INCOME STATEMENT – YEAR – TO – DATE
(CONTINUED)**

INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
1.a (Cont.)	(6) Charges levied against overdrawn accounts based on the length of time the account has been overdrawn, the magnitude of the overdrawn balance, or which are otherwise equivalent to interest. See exclusion (5) below. <u>Exclude</u> from interest and fee income on loans: (1) Fees for servicing real estate mortgages or other loans that are not assets of the bank (report on item 5.f., “Net serving fees”). (2) Charges to merchants for the bank’s handling of credit card or charge sales when the bank does not carry the related loan accounts on its books (report as “Other noninterest income” in item 5.1). Banks may report this income net of the expenses (except salaries) related to the handling of these credit card or charge sales. (3) Net gains (losses) from the sale of all assets reportable loans (report in item 5, i, “Net gains (losses) on sales of loans and leases”). (4) Reimbursements for out-of-pocket expenditures (e.g. for the purchase of fire insurance on real estate securing a loan) made by the bank for the account of its customers.	

If the bank's expense accounts were charged with the amount of such expenditures, the reimbursements should be credited to the same expense accounts.

**INCOME STATEMENT – YEAR – TO - DATE
(CONTINUED)**

INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
	(5) Transactions or per item charges levied against deposit accounts for the processing of checks drawn against insufficient funds that the bank assesses regardless of whether it decides to pay, return, or hold the check, so-called "NSF check charges" (report as "Service charges on deposit account (in domestic offices), "in item 5.b. or, if levied against deposit accounts in foreign offices, as "Other noninterest income" in item 5.1) See inclusion (6) above.	
	(6) Interchange fees earned from credit card transactions (report as "Other noninterest income" in item 5.1).	
1.a	a. <u>Loans Secured by Real Estate:</u> Report all interest , fees, and similar charges levied against or associated with all loans.	<u>XSPR1010</u>
1.b	b. <u>Commercial and Industrial Loans:</u> Report interest from loans from commercial and industrial purposes, issued to sole proprietorships, partnerships, corporations,	<u>XSPR1020</u>

and other business enterprises, whether secured or unsecured. Commercial and industrial loans may take the form of direct or purchased loans. Include loans to individuals for commercial , industrial, and professional purposes but not for investment or personal expenditure purposes

**INCOME STATEMENT – YEAR TO DATE
(CONTINUED)**

INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
1.c	<p><u>c. Loans to Individuals for Household, Family and other personal expenditures:</u></p> <p>(1) <u>Credit cards</u>: Report interest from credit cards extended to individuals for household, family, and other personal expenditures arising from credit cards. Also all interest, fees, and similar charges levied against or associated with all extensions of credit.</p> <p>(2) <u>Auto Loan</u>: Interest from automobile loan, consisting on loan to individuals for the purpose of purchase private passenger vehicles, including minivans, vans, sport utility vehicles, pickup trucks, and similar light truck for personal use.</p> <p>(3) <u>Policy Insurance</u>: Reports interest on insurance contract. Policy insurance is a contract whereby for a fee one party agrees to pay a sum to another party in the event that the latter suffers a particular loss. The person or firm that</p>	<p><u>XSPR1030</u></p> <p><u>XSPR1031</u></p> <p><u>XSPR1032</u></p>

undertakes the risk is the insurer. The party who wishes to be protected from loss is the insured party.

(4) Other: Report all other that not fall on the above captions.

XSPR1040

Obligations (other than securities and leases) of State and Political Subdivisions in U.S.:

1.d Report interest on obligations from Municipalities and governmental agencies in Puerto Rico.

(1) Taxable obligations.

(2) Tax-Exempt Obligations.

XSPR1050

XSPR1060

**INCOME STATEMENT – YEAR – TO -DATE
(Continued)**

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
1.e	<u>All other loans:</u> Report any other interest from loans that does not fall on the above caption items.	<u>XSPR1070</u>
2	<p><u>Income from Lease Financing receivables:</u> Report all income from direct financing and leveraged leases. <u>Exclude:</u></p> <ul style="list-style-type: none"> • Any investment tax credit associated with lease property. • Provision for possible losses on leases. • Rental fees applicable to operating leases for furniture and equipment rented to others. <p>Report income from lease financing receivables into the following two categories:</p> <p style="margin-left: 40px;">a. Taxable Leases</p> <p style="margin-left: 40px;">b. Tax-exempt Leases</p>	<p><u>XSPR1080</u></p> <p><u>XSPR1090</u></p>
3	<p><u>Interest and dividend Income on Securities:</u> Report all income on assets that are reportable in schedule RC-B, Securities. Include accretion of discount and deduct amortization of premium on securities.</p> <p>Include interest and dividends on securities held in the bank's held-to-maturity and available-for-sale portfolios, even if such securities have been lent, sold under agreements to repurchase that are treated as borrowings, or pledge as collateral for any purpose.</p> <p>Include interest received at the sale of securities to the extent that such interest had not already been accrued on the bank's books.</p>	<u>XSPR1100</u>

**INCOME STATEMENT – YEAR – TO DATE
(CONTINUED)**

<u>Item No.</u>	<u>Captions and Instructions</u>	<u>Account</u>
3 (Cont.)	<p>Do <u>not</u> deduct accrued interest included in the purchase price of securities from income on securities and do <u>not</u> charge to expense. Record such interest in a separate asset account to be offset upon collection of the next interest payment.</p> <p>Report income from detached U.S. Government security coupons and ex-coupon U.S. Government securities not held for trading.</p> <p>Report interest and dividend income into the following categories:</p> <ul style="list-style-type: none">a. U.S. treasury Securities and Government Agency and Corporate Obligations.b. Securities issued by States and Political Subdivisions in the U.S.<ul style="list-style-type: none">(1) Taxable Securities(2) Tax-exempt Securities	<p><u>XSPR1110</u></p> <p><u>XSPR1120</u></p>
4	<p><u>Other Domestic Debt Securities:</u> <u>Include:</u></p> <ul style="list-style-type: none">a. Bonds, notes, debentures, equipment trust certificates, and commercial paper (except asset-backed commercial paper) issued by U.S.-chartered corporations and other U.S. issuers and not reportable elsewhere in Schedule RC-B.b. Preferred stock of U.S.-chartered corporations that by its terms either must be redeemed by the issuing enterprise or is redeemable at the option of the investor.c. Detached U.S. Government security coupons and ex-coupon U.S. Government securities held as the result of either their purchase of the bank's	

stripping of such securities and Treasury receipts such as CATS, TIGRs, COUGARs, LIONs, AND ETRs.

**INCOME STATEMENT – YEAR – TO - DATE
(CONTINUED)**

INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
4 (Cont.)	Report interest from any other domestic debt securities in the following categories:	
	a. Obligations of P.R. Government, Agencies and Subdivisions.	<u>XSPR1130</u>
	b. Other Bonds, Notes and Debentures	<u>XSPR1140</u>
5	<u>Total Interest Income.</u> Report the sum of items 1 through 4.b	<u>XSPR1150</u>

NON INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
6	<u>Other Fee Income:</u> Service charges, commissions, and fees. Report any other fee income not specified on the above caption.	<u>XSPR1160</u>
7	<u>All Other Non Interest Income:</u> Report all operating income of the bank for the calendar year to date not required to be reported elsewhere.	
	(a) <u>Rent of Land and Building:</u> rental property to third parties.	<u>XSPR1170</u>
	(b) <u>Rent of Equipment:</u> Rental fees applicable to operating leases for furniture and equipment.	<u>XSPR1180</u>
	(c) <u>Net Gains on Other Real Estate Owned:</u> Report the amount of net gains (losses) on sales and other disposals of other real estate	<u>XSPR1190</u>

owned, increases and decreases of the valuation allowance for foreclosed real estate, and write-downs of other real estate owned subsequent to acquisition (or physical possession) charge to expense

**INCOME STATEMENT – YEAR – TO -DATE
(Continued)**

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
7 (Cont.)	Do not include as a loss on other real estate owned any amount charged to the allowance for loan and lease losses at the time of foreclosure (actual or physical possession) for the difference between the carrying value of a loan and the fair value less cost to sell of the foreclosed real estate.	
	(d) <u>Net Gains on Sale of Loans</u> : Report the amount net gains (losses) on sales and other disposals of loans, including unrealized losses (and subsequent recoveries of such net unrealized losses) loans and leases sold in securitization transactions and unrealized losses (and recoveries of unrealized losses) on loans held for sale in securitization transaction.	<u>XSPR1200</u>
	(e) <u>Net Gains on Sale of Premises and Fixed Assets</u> : Report the amount of net gain (losses) on sales and other disposals of assets not required to be reported elsewhere in the income statement. Include net gains (losses) on sales and other disposals of premises and fixed assets: <ul style="list-style-type: none"> • Personal property acquired for debts previously contracted (such as automobiles, boats, equipment and appliances); and coins, art, and other similar assets. Do not include net gains (losses) on sales and other disposals of loans and leases (either directly or 	<u>XSPR1210</u>

through securitization), other real estate owned securities, and trading assets (report these net gain (losses) in the appropriate items of Schedule RI.

8 **Total Non Interest Income:** Report the sum of **XSPR1220**
items 6 through 7.e.

**INCOME STATEMENT – YEAR – TO -DATE
(Continued)**

EXPENSES

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
9	<p><u>Salaries and Employee Benefits:</u> Report salaries and benefits of all officers and employees of the bank.</p> <p><u>Include</u> as salaries and employee benefits:</p> <ol style="list-style-type: none"> 1) Gross salaries, wages, overtime, bonuses, incentive compensation, and extra compensation. 2) Social security taxes and state and federal unemployment taxes paid by the bank. 3) Contributions to the bank's retirement plan, pension fund, profit-sharing plan, employee stock ownership plan, employee stock purchase plan, and employee savings plan. 4) Premiums (net of dividends received) on health and accident, hospitalization, dental, disability, and life insurance policies for which the bank is not the beneficiary. 5) Cost of office temporaries whether hired directly by the bank or through an outside agency. 6) Workmen's compensation insurance premiums. 7) The net cost to the bank for employee dining rooms, restaurants, and cafeterias. 	<u>XSPR1230</u>
10	<p><u>Property Tax:</u> Reports property taxes paid to the municipality, on personal and real property owned by the bank or institution.</p> <p><u>Personal Property includes:</u></p> <ul style="list-style-type: none"> • Machinery • Furniture and Fixtures • Inventory • Cash on hand • Bonds, stocks, etc. 	<u>XSPR1240</u>

**INCOME STATEMENT – YEAR – TO - DATE
(CONTINUED)**

NON INTEREST INCOME

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
11	<u>Municipal Tax:</u> Report municipal taxes paid to the municipality based on business volume reported as of the close of business year.	<u>XSPR1250</u>
12	<u>Charge Offs:</u> a. Less: Recoveries: Report the charge off amount net of the recoveries obtained. b. Less: Reserve Adjustment: report the charges off net of adjustments being made during the period. c. Bad Debts: report charges off net of bad debts recorded during the period.	<u>XSPR1333</u>
13	<u>Interest Paid:</u> Reports interest paid on loans and on mortgages made with another institution.	<u>XSPR1270</u>
14	<u>Other Expenses:</u> Any other expense not required to be reported elsewhere.	<u>XSPR1280</u>
15	<u>Total expenses:</u> Report the sum of items 9 through 14.	<u>XSPR1290</u>
16	<u>INCOME BEFORE TAX:</u> Report the bank pretax operating income.	<u>XSPR1300</u>

**INCOME STATEMENT – YEAR TO DATE
(CONTINUED)**

EXPENSES

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
17	<p><u>INCOME TAX:</u> Report the total estimated federal, and local and foreign income tax expense applicable to item 16. Include both the current and deferred portion of these income taxes. If the amount of tax benefit rather than tax expenses enclosed it in parentheses.</p>	<u>XSPR1310</u>
18	<p><u>NET INCOME:</u> Report the result of total item 16 deducted by the total amount of item 17.</p>	<u>XSPR1320</u>

SEMI-Annual Resources Data (Reported for December and June Only)

<u>Item No.</u>	<u>Caption and instructions</u>	<u>Account</u>
19	<p><u>Employees:</u></p> <p style="margin-left: 40px;">a. Full Time</p> <p style="margin-left: 40px;">b. Part Time</p> <p style="margin-left: 40px;">c. Total</p>	<p><u>XSPR1340</u></p> <p><u>XSPR1341</u></p> <p><u>XSPR1342</u></p>
20	<p><u>Number of Branches (must be 1 or greater)</u></p>	<u>XSPR1343</u>

