

**DATA COLLECTION FORM**  
**for the Federal Reserve Bank of Richmond**  
**Seasonal Lending Program**  
**2020**

Internal FR/Official Use

DATE: \_\_\_\_\_

*Please complete this form to obtain a seasonal qualification projection*

Depository Institution Name:	ABA Number:
Address:	Contact Person/Title:
	Phone:

**QUESTIONS? Call (800) 526-2036**

**Instructions:**

**Step 1: Indicate which of the following methods were used to gather loan and deposit data for the requested years:**

- \_\_\_\_\_ Any day of the month, e.g., the third Wednesday in each of the months.
- \_\_\_\_\_ An average of any week of the month, e.g., the second week in each of the months.
- \_\_\_\_\_ Average of daily balance sheet data for each of the months.

**Step 2: Record the monthly loan and deposit figures below.**

**Step 3: Mail completed form to:**

Federal Reserve Bank of Richmond  
 SRC/Credit Risk Management Dept/Discount Window 13<sup>th</sup> floor  
 P.O. Box 27622  
 Richmond, VA 23261

**Step 4:** Using this data, the Federal Reserve Bank will calculate and provide a projected seasonal qualification for your institution to use as a starting point for estimating your seasonal needs.

Month	TOTAL LOANS <i>(in thousands)</i>			TOTAL DEPOSITS <i>(in thousands)</i>		
	2017	2018	2019	2017	2018	2019
Jan						
Feb						
Mar						
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						