The Benefits of BSA E-Filing





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- BSA E-Filing Overview
- Benefits of BSA E-Filing
- ➤ BSA E-Filing: The Right Choice for You
- Brief Tutorial
 - Enrolling and Using the BSA E-Filing System

BSA E-Filing Overview

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What is BSA E-Filing?

- ➤ A secure, web-based electronic filing system that provides the capability for financial institutions to submit Bank Secrecy Act reports
- > A flexible solution for your institution, whether you file one BSA report or thousands
- An accessible service that filers can use their existing Internet connections to access
- > A proven system available since October 2002

BSA E-Filing Overview



Who uses BSA E-Filing?

- ➤ More than 10,000 active users representing approximately 8,000 financial institutions of all sizes and from a variety of industries
- ➤ Average of approximately 1.1 Million reports submitted per month
 - Over 63 million reports have been filed electronically since October 2002
- > 83% of all BSA data is now filed electronically

BSA E-Filing Overview

What BSA reports can you file using BSA E-Filing?

- CTR (Currency Transaction Report)
- CTR-C (Currency Transaction Report by Casinos)
- ➤ DEP (Designation of Exempt Person)
- ➤ SAR (Suspicious Activity Report by Depository Institutions)
- SAR-C (Suspicious Activity Report by Casinos and Card Clubs)
- ➤ SAR-MSB (Suspicious Activity Report by Money Services Businesses)
- > SAR-SF (Suspicious Activity Report by the Securities and Futures Industries)
- More on the way.....

Benefits of BSA E-Filing



Why should financial institutions choose BSA E-Filing?

- Provided free to all filing institutions
- Streamlined BSA form submission process
- ➤ Faster routing of information to better protect the financial system from illicit actors and activities
- ➤ Greater data security and privacy compared with paper forms and traditional mail delivery
- ➤ Long-term cost savings to both financial organizations and the government
- > Features not available to paper filers....

Benefits of BSA E-Filing

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What features are only available through BSA E-Filing?

- Ability to obtain electronic notification of transmissions, receipt of submission, and errors, warnings, and alerts to improve filing quality
 - Batch validation—a vital quality check for your filings
 - CTR and SAR acknowledgements—a valuable auditing tool
 - New--Filer feedback reports—a helpful analytical report
- ➤ Ability to send and receive Secure Messages
- Use of Adobe Forms
 - Uses pre-populated Form Templates to reduce data entry
 - Ability to print paper copies can minimize change to existing internal review and approval processes
- ➤ Ability for your institution's Supervisory User to assign system roles
- Provision of helpful training materials to ease the transition

BSA E-Filing The Right Choice for You



What is the right BSA E-Filing solution for you?

- Discrete BSA Filing (single report)
 - A solution for smaller institutions or those that only file small numbers of BSA reports
- Batch BSA Filing
 - A solution for medium-size or larger institutions or those that consistently file larger numbers of BSA reports
- > System-to-System Filing (Secure Data Transfer Mode)
 - A batch filing solution for the largest filers

BSA E-Filing The Right Choice for You



- Signing up is as easy as visiting FinCEN's BSA E-Filing Web site at http://bsaefiling.fincen.treas.gov/
 - Explore BSA E-Filing more by using FinCEN's "Take a Tour" feature on the Web site
 - See what else E-Filing can do for your institution at http://www.fincen.gov/whatsnew/pdf/E-File_Brochure.pdf

Enroll Today!

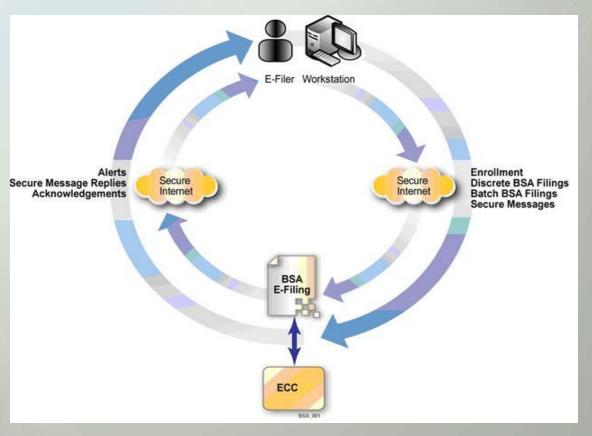
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ENROLLING AND USING THE BSA E-FILING SYSTEM



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System Architecture





Home Page





BSA E-FILING SYSTEM

FINANCIAL CRIMES ENFORCEMENT NETWORK

BSA Home
Using BSA E-Filing
Take a Tour
Become a BSA E-Filer
Frequently Asked Questions
Help
Site Map

E-Filing System Login

Welcome to the BSA E-Filing System

The BSA E-Filing System supports electronic filing of Bank Secrecy Act (BSA) forms (either individually or in batches) through a FinCEN secure network. BSA E-Filing provides a faster, more convenient, more secure, and more cost-effective method for submitting BSA forms. Additional benefits are listed under <u>Using BSA E-Filing</u>.



How does BSA E-Filing work?

The BSA E-Filing System is hosted on a secure website accessible on the Internet. Organizations that file BSA forms with FinCEN can securely access the system after they apply for and receive a user ID and password from FinCEN.



Become a BSA E-Filer



Take a Quick Tour

Hot Topics

- ► Feb 26, 2010 Availability of SDTM Functionality to BSA E-Filing Subscribers
- Oct 1, 2009 Important Reminder Notification BSA E-Filing Transition to Adobe Forms
- Aug 28, 2009 SAR Acknowledgements and Validations Questions and Answers Guide
- Jun 1, 2009 Important Reminder for BSA E-Filers on Batch Validation Implementation

User Quick Links

Supervisory Users

- ▶ Getting Started with BSA E-Filing
- Submitting the Supervisory User Application Form
- Obtaining Authorization as Supervisory User

General Users

Downloading the Forms Viewer

Batch Filers

 BSA E-Filing System Batch File Testing Procedures

Website Comments?

▶ Let us know what you think

U.S. Dept. of Treasury

FinCEN.gov

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Become a Filer



BSA E-FILING SYSTEM

FINANCIAL CRIMES ENFORCEMENT NETWORK

Become a BSA E-Filer

Filing: (Printable Version)

Easy Four Step Process To Enroll!

BSA Home
Using BSA E-Filing
▼
Take a Tour
Become a BSA E-Filer
▼
1: Identify Point of Contact
2: Fill Out & Submit Application

Frequently Asked Questions

E-Filing System Login

Identify Your Organization's Point of Contact

at & Submit Application

This person will see

This person will serve as a liason between BSA E-Filing and the filing organization and will complete the process to enroll him/herself as well as the filing organization.

2

Fill Out and Submit the Supervisory User Application Form

Complete the following four steps to enroll your organization in BSA E-

To obtain a user ID, the Supervisory User must fill out and submit the Supervisory User Application Form.

3

Obtain Authorization as Supervisory User

Once FinCEN verifies the identity/designation of the Supervisory User, he/she will receive a user ID to access the E-Filing system.

4

Download the Forms Viewer

The Forms Viewer allows preparation of CTR/SAR electronic forms, viewing of BSA E-Filing alerts, and transmittal of secure messages to FinCEN.

This enrollment process is for use by individuals who have been designated as the initial BSA E-Filling Supervisory User for their filing organizations. All other users from the filling organization, including any backup Supervisory Users, will enroll via a distinctly different process only after the Supervisory User has successfully enrolled him/herself and the filling organization.

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Feb 26, 2010 - Availability of SDTM Functionality to BSA E-Filing Subscribers

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Website Comments

▶ Let us know what you think

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Next Steps





BSA E-Filing Home

New to BSA E-Filing

Next Steps for Using BSA E-Filing

Filing

■ Track Status

- Obtain New PIN Track Organization

File CTR

- File CTRC
- File DEP ■ File SAR
- File SARC
- File SARMSB
- File SARSF
- File Batch CTR/DEP
- File Batch CTRC
- File Batch SAR
- File Batch SARC
- File Batch SARMSB
- File Batch SARSF

Documentation

- Frequently Asked
- User Manual
- Quick Reference
- Computer Based **Training**
- Supervisory User

Welcome to the BSA E-Filing System

NEW BSA E-Filing News: Feb 26, 2010 - Availability of SDTM Functionality to BSA E-Filing Subscribers

NEW BSA E-Filing News: Jan 28, 2010 - Information for BSA SAR Batch Filers

NEW BSA E-Filing News: Jan 26, 2010 - BSA E-Filing Form Updates and Website Enhancement Release

NEW BSA E-Filing News: Oct 1, 2009 - Important Reminder Notification BSA E-Filing Transition to Adobe Forms NEW* BSA E-Filing News: Aug 28, 2009 - SAR Acknowledgements and Validations Questions and Answers Guide

Select File CTR To File **Discrete CTR Form**

in testing their SAR software to receive SAR acknowledgements and to

in order to receive SAR acknowledgements your Supervisory User (SU) must enroll your Organization. To obtain information to enroll, please refer to the Supervisory User Manual which is located in the documentation section of the navigation column.

The BSA E-Filing User Test system can be accessed by clicking the following link: http://sdtmut.fincen.treas.gov/main.html

To obtain an account on the User Test system if you don't already have one, please click on the link provided and follow the steps to enroll: http://sdtmut.fincen.treas.gov/Enroll Now.html.

You are currently logged in as Donna Church.

The BSA E-Filing System allows you to file discrete and batched CTRs and SARs with FinCEN via a secure Internet connection. BSA E-Filing allows you to receive system alerts and advisories via BSA E-Filing and respond to them by sending secure messages to FinCEN.

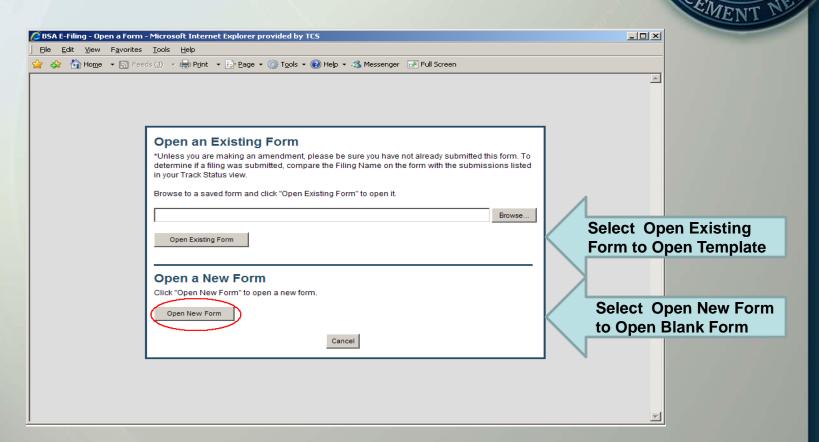
To learn how the system works, download and review the BSA E-Filing User Manual, Quick Reference Guide, and/or Supervisory User Manual depending on your role, all three of which are available on the BSA E-Filing Documentation menu to the left. If you have questions that are not resolved by the BSA E-Filing documentation, contact the BSA E-Filing Help Desk at 1-888-827-2778 (option 6) or BSAEFilingHelp@notes.tcs.treas.gov. The Help Desk regular hours of operation are 8:00 am - 6:00 pm East Coast Time, Monday - Friday.

Please note that the Help Desk is closed on Federal holidays

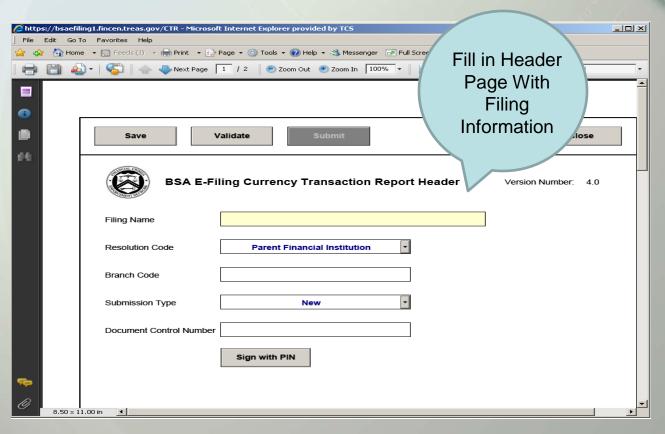
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Opening a New CTR Form

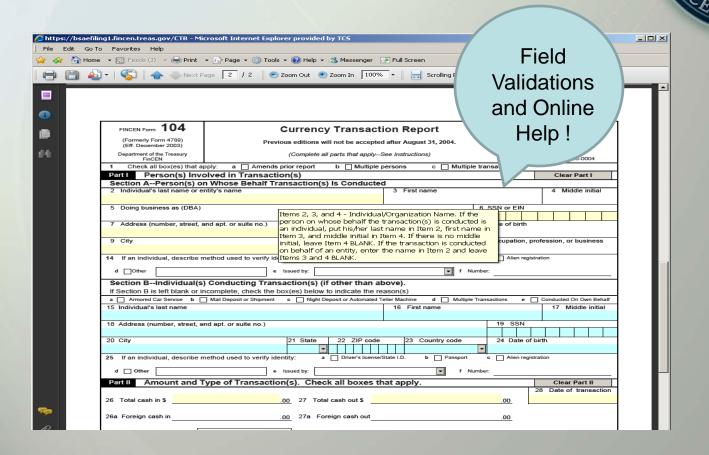


Discrete CTR Form – Header Page

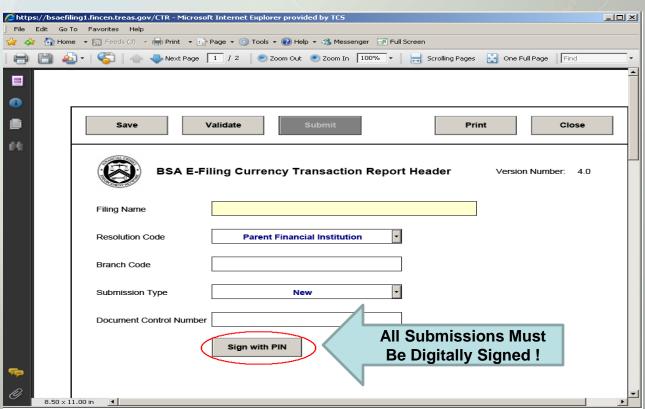




Discrete CTR Form

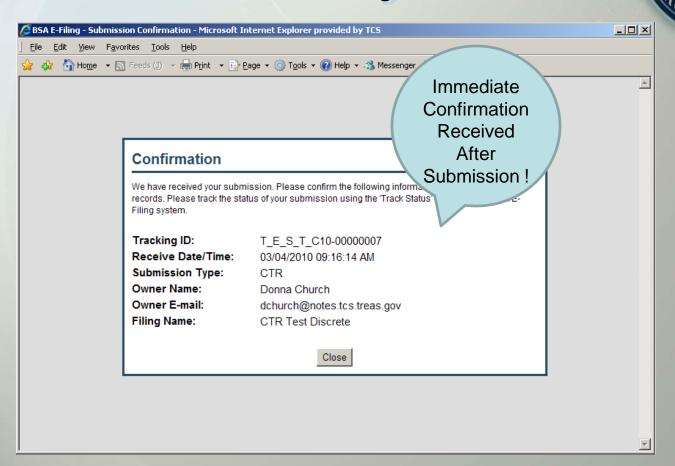


PIN Signature





Submission Confirmation

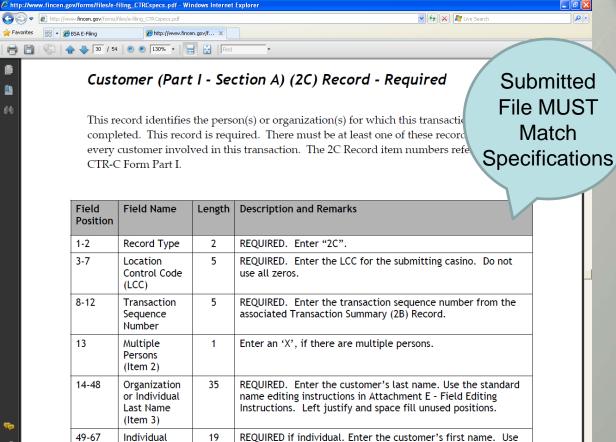


Batch Filing

- One file contains multiple submissions
- File must match published E-Filing Specifications (posted on www.fincen.gov)
- Batches are validated against specifications
- ➤ AML Vendors provide software to create files or files created by internal IT staff
- ➤ The BSA E-Filing Test site is available to test file format before moving to production

Specification Snapshot

First



the standard name editing instructions in Attachment E - Field



Sample Batch File

File Formatted to **Specifications**

2007082920070829T7021C

BBK123456

19

11

BGA 123456



CTRTEST.txt - Notepad

File Edit Format View Help

1AATLANTIC CAPITAL BANK GA30305 4049956066EVERETT/PERRS 3525 PIEDMONT DRIVE, NE. ATLANTA 2A2ATLANTIC CAPITAL BANK 3525 PIEDMONT DRIVE, NE ATLANTA GA30305 205249432061002948T7021G 2B00000012CARSON 3280 PEACHTREE ROAD, NW ATLANTA GA30305 205249432061002948VP/COMP CER EVERETT/PERRY 3A000000100001 6 000000000000025000020070829001000001 E EVERETT/PERRY COLLIER/VICTOR 40499560980000000000000 C000000000000 3E0000001000010 0703400001 5A000000100001 WASHINGTON/TEST/M 123456 PIEDMONT GA30355 US88888882BARBERS & COSMETOLOGISTS ATLANTA 3A000000100002 6 0000123479000000000020070829001000001 E EVERETT/PERRY COLLIER/VICTOR 404995609800000000000000 C000000000000 3E0000001000020 0703400004 5A000000100002 WEASLEY/TEST/R 123456 PIEDMONT GA30355 US987654321BIOMEDICAL ENGINEERS ATLANTA

2B00000032DEAVER 3280 PEACHTREE RD, NW ATLANTA GA30305 205249432061002948VP/ COMP OFFICER EVERETT/PERRY 40499560980000000000000 C000000000000 3 A 000000300003 6 000000000000012346720070829001000001 E EVERETT/PERRY COLLIER/VICTOR 3E0000003000030 0703400005

5A000000300003 GRANGER/TEST/H 123456 PIEDMONT ATLANTA GA30355 US444555666ADMINISTRATIVE CLERK AGA123456 GA30305 205249432061002948VP/ COMP OFFICER EVERETT/PERRY 3280 PEACHTREE RD, NW ATLANTA 3A000001100004 7COINS LEFT AT DOOR 0000789457000000000020070829001000001A C EVERETT/PERRY COLLIER/VICTOR 4049956098000000000000000

3E0000011000040 0703400011 5A000001100004 CHERRY/TEST/J GA30355 US222333444RESTAURANT OWNER AO000000000000999999920070829001000001 B EVERETT/PERRY 404995609800000000000000 C000005552 3A0000011000051 5 COLLIER/VICTOR

3E0000011000050 0703400016 5A000001100005 WASHINGTON/TEST/M 123456 PIEDMONT ATLANTA GA30355 US88888882POWER PLANT OPERATORS 2B00000122SCHWARTZ 3280 PEACHTREE ROAD, NW ATLANTA GA30305 205249432061002948VP/COMP OFFICER EVERETT/PERRY 3A000001200006 6 0000159457000000000020070829001000001 E EVERETT/PERRY COLLIER/VICTOR 40499560980000000000000 C000000000000

3E0000012000060 0703400003 5A000001200006 CHERRY/TEST/J GA30355 US222333444BIOMEDICAL ENGINEERS 123 PIEDMONT ATLANTA BUS123456 COLLIER/VICTOR 3A000001200007 2 0000123456000000000020070829001000001 E EVERETT/PERRY 40499560980000000000000 C000000000000

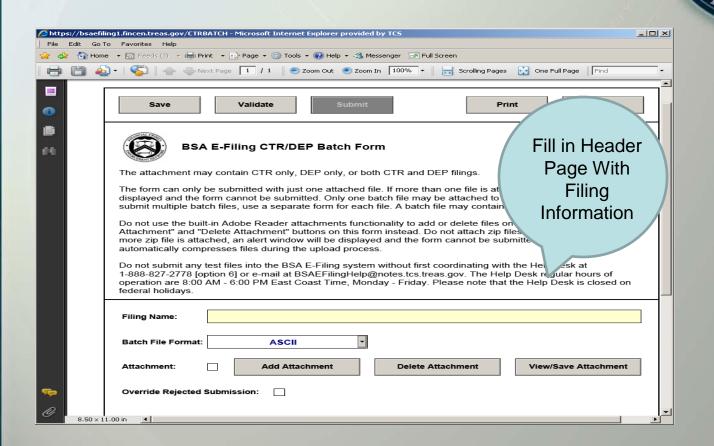
3E0000012000070 0703400008 5A000001200007 WASHINGTON/TEST/G 123456 PIEDMONT ATLANTA GA30355 US99999991POSTAL SERVICE WORKERS CNH123456 3A000001200008 5 0001234569000123456920070829001000001 C EVERETT/PERRY COLLIER/VICTOR 404995609800000000000000 C00000000000 3E0000012000080 0703400017

197712 5A000001200008 SMITH/TEST/J 123456 TEST ATLANTA GA30355 US333444555PERSONAL AND HOME CARE BBP123456 3A000001200009 2 0000561245000000000020070829001000001 D EVERETT/PERRY COLLIER/VICTOR 40499560980000000000000 C000000000000 3E0000012000090 0703400018 5A000001200009 CHERRY/TEST/J 123456 PIEDMONT ATLANTA GA30355 US222333444JANITOR AGA123456 19310804 07

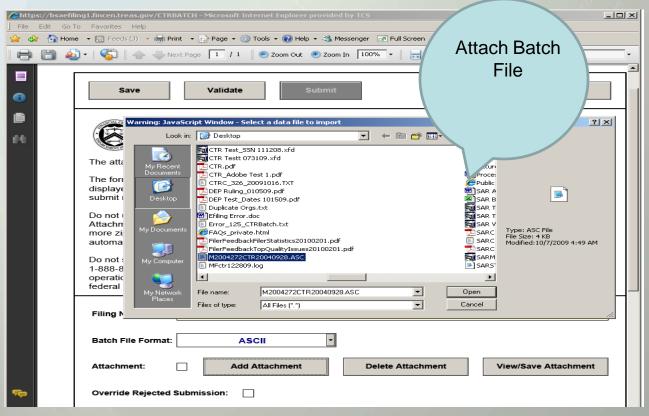
0000987654000000000020070829001000001 BCD EVERETT/PERRY 404995609800000000000000 C0000000000 3A000001200010 3 COLLIER/VICTOR 0703400019 3E0000012000100 5A000001200010 ONE/CLAUDES/T 5335 TRIANGLE PKW NORCROSS GA30009 US419662134POLICE AND DETECTIVES AVA1111 3A000001200011 2 00007894560000000000020070829001000001 E EVERETT/PERRY 40499560980000000000000 C000000000000 3E0000012000110 0703400020

5A000001200011 POTTER/TEST/H 123456 PIEDMONT ATLANTA GA30355 US123456789POULTRY FARMER 1985071 CBQ123456

Batch CTR Submission



Attaching A Batch File

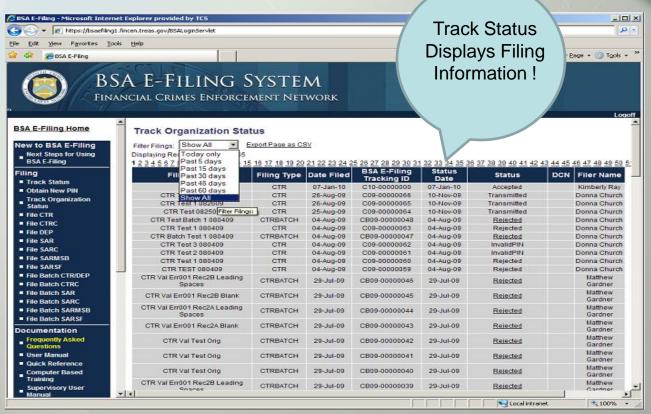




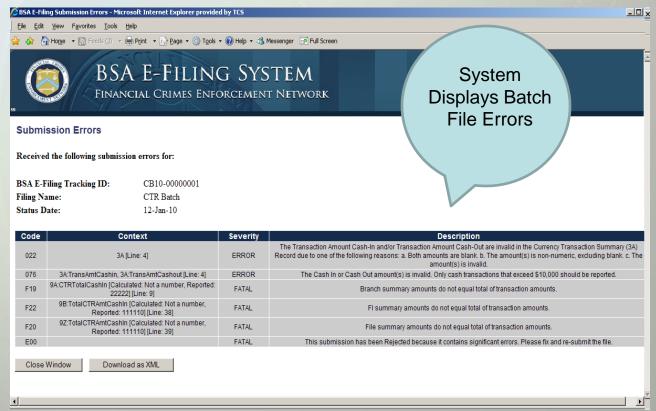
001001100001111 01001090000111000

* EZENT NEW YEAR

Tracking Filing Status

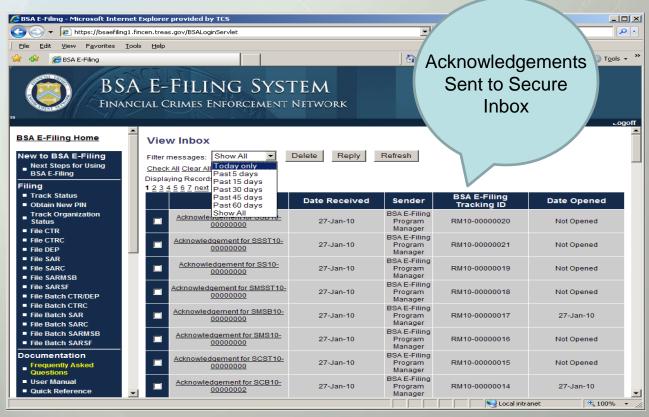






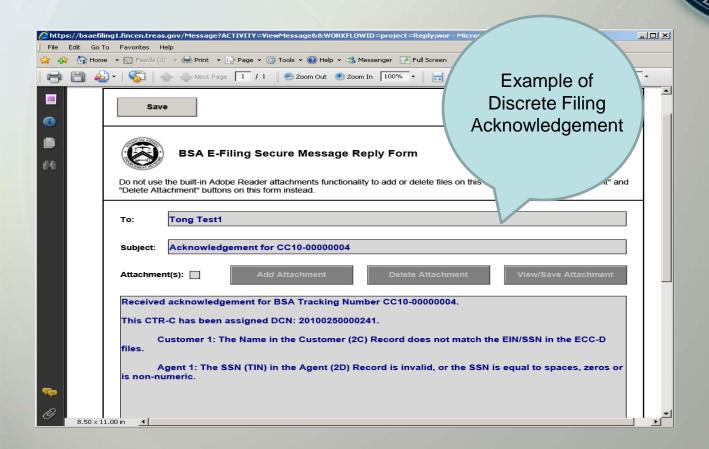
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Acknowledgements

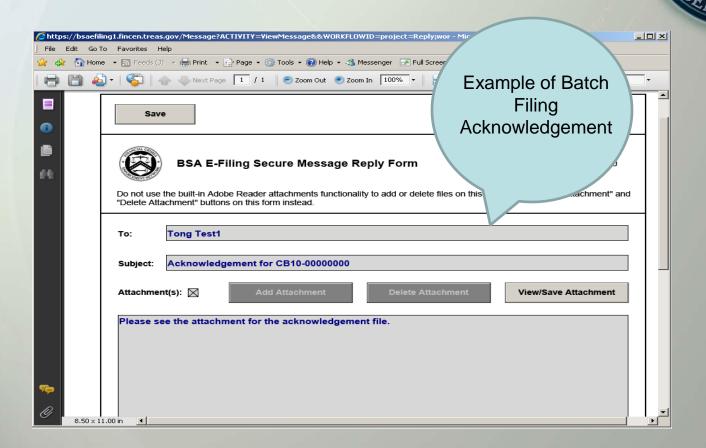




Discrete Acknowledgement



Batch Acknowledgement





Filer Feedback Reports





BSA Filing Top Data Quality Issues by Form

Organization Name: Unit Test Organization

Month: February Year: 2010

Filing Institution Name: Bank of WIP - Eastern Division

Form Type: CTR

| Error Code | Error Description | Error Count | Rank |
|------------|--|-------------|------|
| 111 | Owner Name is invalid. a. Blank, b. not in proper format, c. contains no slashes for individual. | 21 | 1 |
| 112 | Owner Number and street is blank. | 20 | 2 |
| 113 | Owner City is blank. | 16 | 3 |
| 114 | Owner State is blank. | 12 | 4 |
| 115 | Owner Country is US, CA, or MX but state is not a standard abbreviation. | 8 | 5 |
| 116 | Owner Country is not a valid country abbreviation. | 6 | 6 |
| 117 | Owner Zip-Code is blank, zeroes, or invalid and Country Code is US. | 4 | 7 |
| 119 | Owner Identifying Number Record is invalid. Identifying number is zeros, all 9s, invalid or non-numeric. | 3 | 8 |
| 120 | Owner Business occupation or profession is missing. | 2 | 9 |
| 122 | Owner Address contains punctuation. | 1 | 10 |

Filer Feedback Reports





BSA Filing Counts Year-To-Date By Month

Organization Name: Unit Test Organization

Filing Institution Name: Bank of WIP - Eastern Division Year: 2009

| Month | CTR | DEP | CTR-C | SAR-DI | SAR-C | SAR-MSB | SAR-SF |
|-----------|-------|------|-------|--------|-------|---------|--------|
| January | 12354 | 2345 | 0 | 235 | 0 | 576 | 214 |
| February | 27 | 3457 | 0 | 257 | 0 | 457 | 214 |
| March | 755 | 457 | 0 | 79 | 0 | 345 | 234 |
| April | 852 | 479 | 0 | 56 | 0 | 286 | 92 |
| May | 123 | 12 | 0 | 97 | 0 | 368 | 134 |
| June | 1346 | 3568 | 0 | 34 | 0 | 34 | 345 |
| July | 81 | 7531 | 0 | 13 | 0 | 13 | 137 |
| August | 85 | 582 | 0 | 581 | 0 | 18 | 92 |
| September | 2458 | 85 | 0 | 1 | 0 | 9 | 51 |
| October | 81 | 5134 | 0 | 4 | 0 | 1347 | 75 |
| November | 80 | 536 | 0 | 754 | 0 | 17 | 75 |
| December | 93 | 289 | 0 | 24 | 0 | 8 | 78 |

For More Information

BSA E-Filing Home Page



http://bsaefiling.fincen.treas.gov

BSA E-Filing Help Desk at 1-866-346-9478 (select option # 1)

BSAEFilingHelp@fincen.gov.

The Help Desk is available Monday through Friday from 8 a.m. to 6 p.m. ET