

Institution Name	City	State
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The Federal Home Loan Bank of San Francisco (Bank) requires certain information to process a membership application, establish an institution's statutory eligibility for membership in the Bank, and evaluate whether the institution meets the underwriting review standards for membership. If your institution is newly chartered or has recently merged with or acquired another institution, or if any of the required information is not available, please contact the Bank before submitting your application.

Listed below are the forms and exhibits required to complete your institution's membership application. The Bank can only process a membership application once the application is complete. At the time of application, you must submit the amount of your institution's initial stock purchase for the application to be complete. After the list of required exhibits, you will also find a list of requested agreements and forms and optional agreements and forms.

**Please use this checklist to guide you in completing your application and return it with your application package to:**

Federal Home Loan Bank of San Francisco  
Attention: Member Financial Services Department (or your Relationship Manager)  
600 California Street, Suite 300  
San Francisco, CA 94108

## Membership Application: Required Forms and Exhibits

- ☐ **Applicant Information: Credit Unions (FC 2139)**  
This form provides basic information about your institution.
- ☐ **Certificate of Applicant (FC 2090)**  
This document must be completed and signed by the person(s) authorized in the Resolution: Membership.
- ☐ **Resolution: Membership/Counsel Certification (FC 2091)**  
This resolution must be approved by your institution's board of directors/trustees. The Resolution: Membership must be completed and signed by your institution's Corporate Secretary. The Counsel Certification is a requirement for membership and must be signed by your institution's legal counsel.
- ☐ **Resolution and Authorization: Member Transactions (FC 2065)**  
This resolution must be approved by your institution's board of directors and signed by your Corporate Secretary. It is the primary form on which you specify individuals who are authorized to execute all types of transactions with the Bank, except for Wires.
- ☐ **Calculation of 10% Requirement: Credit Unions (FC 2099)**  
This worksheet helps you determine whether your institution has at least 10% of total assets in residential mortgage loans, a statutory eligibility requirement for membership.
- ☐ **Applicant's Bank Stock Calculation: Credit Unions (FC 2112)**  
This worksheet helps you calculate the amount of Bank capital stock your institution must purchase to become a member.
- ☐ **Authorization to Release Records: Arizona (FC 2290)**  
This authorization is for Arizona institutions only. This form authorizes the Bank to obtain records and information, including examination reports, about your institution from the Arizona Department of Financial Institutions.

**Exhibits:** The documents listed below are essential to evaluating your membership application. These exhibits will enable the Bank to determine whether your institution meets the statutory eligibility requirements and underwriting review standards required for membership. Please submit the following documents with the forms listed above, marked with the appropriate Exhibit Number. **Please note that the Bank may request additional information based on an analysis of these exhibits. If any of these materials are not available, please contact your Relationship Manager.**

- ☐ **Exhibit 1**  
A copy of your institution's six most recent quarter-end and three most recent yearend Form 5300 reports filed with the NCUA. In addition, if any Form 5300 for the six most recent quarter-ends or the three most recent yearends has been restated, please submit the amended Form 5300 for the past six quarters and three yearends. The Bank requires your institution's most recent financial data. If a new Form 5300 is due to be released in the next few weeks, please submit your application when the new data becomes available.

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- ☐ **Exhibit 2**  
A copy of your institution's most recent audited financial statements as prepared by an independent certified public accounting firm.
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- ☐ **Exhibit 3**  
A copy of your institution's residential mortgage loan underwriting guidelines, a description of your institution's field of membership, and documentation indicating how your credit policies and practices have helped meet the mortgage needs of your membership. (The Bank requires this information to gain an understanding of the institution's commitment to residential mortgage lending.)
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- ☐ **Exhibit 4**  
A copy of your institution's most recent Financial Performance Report issued by the NCUA. (This information is requested for peer comparison data.)
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- ☐ **Exhibit 5**  
A copy of your institution's most recent business/strategic plan and the current year operating budget and variance report plan. (The business/strategic plan should outline the direction and goals of your business for at least the next three years and should include a pro forma balance sheet, income statement, and underlying assumptions for the next three years.)
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- ☐ **Exhibit 6**  
A copy of your institution's most recent internal analysis of its sensitivity to interest rate changes and a loan concentration report by SIC code, collateral type, or other. (The analysis and concentration report should be as of the same period as the most recent Form 5300 report and may be available in current board of directors or asset/liability management reports.)
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- ☐ **Exhibit 7**  
A description of your institution's primary loan products. (This information may be available in the marketing materials for the types of loan products that you offer.)
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- ☐ **Exhibit 8**  
A copy of your institution's response to its last Report of Examination. If no formal response was prepared, but corrective actions were required, please provide documentation indicating the corrective actions taken. (Please include only your response to the examination. Please do not send a copy of the Report of Examination. We will request the Report of Examination directly from your primary regulator once your application package is received.)  
If no response or corrective action was required, please check here: ☐
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- ☐ **Exhibit 9**  
A brief discussion of your plans for borrowing from the Bank.
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- ☐ **Exhibit 10**  
A brief biographical summary on each of the four key officers of your institution (i.e., President/CEO, COO, CFO, and CLO), indicating their financial management experience or related employment history, including dates of service.
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### Requested Agreements and Forms

The following agreements and forms are not required to apply for membership in the Bank, but are needed to conduct business with the Bank. We request that you submit these signed and dated agreements and forms with your application. These documents will become effective if and when your institution is approved for membership. Please date the documents as of the day they are executed.

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- ☐ **Advances and Security Agreement (FC 2127)**  
This agreement defines the credit relationship between your institution and the Bank. Signatures on this document require notarization.
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- ☐ **Settlement/Transaction Account Agreement (FC 2136)**  
This agreement defines the account relationship between your institution and the Bank. Review the **Settlement/Transaction Account Terms and Conditions (FC 2135)** before signing this agreement.
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- ☐ **Website Access Set-Up (FC 2160)**  
This form identifies your institution's Access Manager(s), who will add and delete users, reset passwords, and lock or unlock website access accounts for individuals at your institution.
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## Optional Agreements and Forms

The following agreements and forms are not required to apply for membership in the Bank, but may be needed to conduct certain transactions with the Bank. You may sign and date the forms and include them with your membership application. They will become effective if and when your institution is approved for membership.

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| <input type="checkbox"/> | <b>Safekeeping Agreement (FC 1694)</b><br>This agreement is required for institutions that pledge securities as collateral. It establishes a securities custody account with the Bank.   |
| <input type="checkbox"/> | <b>ISDA Master Agreement (1992, second printing) / Schedule to Master Agreement (FC 1973)</b><br>These documents are required for institutions that want to enter into derivatives transactions with the Bank and must be signed by one or more authorized officers of your institution (as indicated on the Resolution and Authorization: Member Transactions) at the level of vice president or higher. These documents are available in hard copy only. Please e-mail membership@fhlbsf.com for this agreement. |
| <input type="checkbox"/> | <b>Letter of Credit Reimbursement Agreement (FC 1465)</b><br>This agreement is required if your institution chooses to enter into standby letter of credit transactions with the Bank.   |
| <input type="checkbox"/> | <b>eTransact: Advances SecurID Token Application (FC 2228)</b><br>This form must be completed by each individual who needs access to eTransact, a fast, simple, and secure channel that allows members to conduct advances and securities transactions online.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Entire Authority (FC 2066)</b><br>This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to engage in all transactions with the Bank.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Advances (FC 2067)</b><br>This form authorizes the designated individuals listed to execute advances, letters of credit, lines of credit, and other similar extensions of credit with the Bank.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Affordable Housing Program (FC 2153)</b><br>This form authorizes the designated individuals listed to exercise authority under the Bank's Affordable Housing Program and any other community investment programs, excluding extensions of credit related to these programs.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Collateral (FC 2068)</b><br>This form authorizes the designated individuals listed to engage in collateral transactions with the Bank. Employees listed on this form are authorized to provide instructions regarding the pledging and de-pledging of securities but are not authorized to provide instructions regarding securities held in safekeeping (except to pledge those securities).   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Interest Rate Derivatives (FC 2070)</b><br>This form authorizes the designated individuals listed to engage in interest rate derivative transactions with the Bank.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Securities Services (FC 2109)</b><br>This form authorizes the designated individuals listed to move securities to and from their unpledged account (safekeeping account). Employees listed on this form are authorized to pledge or de-pledge securities.   |
| <input type="checkbox"/> | <b>Certificate of Designated Persons – Wire Transfer Services (FC 2108)</b><br>This form authorizes the designated individuals listed to conduct offline funds transactions by telephone. The signer listed on this form must be listed as an authorized individual on the Resolution and Authorization.   |
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