



Membership Application: Forms and Exhibits Checklist: Commercial Banks, Savings Institutions, and Industrial Loan Companies

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

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| <input type="checkbox"/> | Applicant Information: Commercial Banks, Savings Institutions, and Industrial Loan Companies (FC 2094)
This form provides basic information about your institution. |
| <input type="checkbox"/> | Certificate of Applicant (FC 2090)
This document must be completed and signed by the person(s) authorized in the Resolution: Membership. |
| <input type="checkbox"/> | Resolution: Membership/Counsel Certification (FC 2091)
This resolution must be approved by your institution's board of directors, and 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. |
| <input type="checkbox"/> | Resolution and Authorization: Member Transactions (FC 2065)
This resolution must be approved by your institution's board of directors, and the form must be completed and signed by your institution's Corporate Secretary. All authorized individuals must sign the Authorization section as indicated. |
| <input type="checkbox"/> | Calculation of 10% Requirement: Commercial Banks, Savings Institutions, and Industrial Loan Companies (FC 2089)
This worksheet is only required for institutions with average total assets for the preceding three-year period of \$1,123,000,000 or greater (as of January 1, 2015; subject to annual adjustment). 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. |
| <input type="checkbox"/> | Applicant's Bank Stock Calculation: Commercial Banks, Savings Institutions, and Industrial Loan Companies (FC 2104)
This worksheet helps you calculate the amount of Bank capital stock your institution must purchase to become a member. |
| <input type="checkbox"/> | 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.**

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| <input type="checkbox"/> | Exhibit 1
A copy of your institution's most recent Call Report filed with the FDIC. In addition, if any Call Report for the six most recent quarter-ends or the three most recent yearends has been restated, please submit the amended Call Reports for the past six quarters and three yearends. The Bank requires your institution's most recent financial data. If a new Call Report is due to be released in the next few weeks, please submit your application when the new data becomes available. |
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| <input type="checkbox"/> | Exhibit 2
A copy of your institution's most recent audited financial statements as prepared by an independent certified public accounting firm. |
| <input type="checkbox"/> | Exhibit 3
A copy of your institution's residential mortgage loan underwriting guidelines. |
| <input type="checkbox"/> | Exhibit 4
A copy of your institution's most recent business/strategic plan and the current year operating budget and variance report. (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.) |
| <input type="checkbox"/> | Exhibit 5
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 the concentration report should be as of the same period as the most recent Call Report and should be available in current board of directors or asset/liability management reports.) |
| <input type="checkbox"/> | Exhibit 6
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.) |
| <input type="checkbox"/> | Exhibit 7
A copy of your institution's response to its last Report of Examination (both safety/soundness and compliance). 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: <input type="checkbox"/> |
| <input type="checkbox"/> | Exhibit 8
Copies of your institution's and your holding company's most recent annual reports and SEC Forms 10-K and 10-Q, as applicable. |
| <input type="checkbox"/> | Exhibit 9
A brief discussion of your plans for borrowing from the Bank. |
| <input type="checkbox"/> | 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. |

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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| <input type="checkbox"/> | Advances and Security Agreement (FC 2117)
This agreement defines the credit relationship between your institution and the Bank. Signatures on this document require notarization. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Website Access Set-Up (FC 2160)
This form facilitates access to the Bank's password-protected, members-only website, which contains detailed information about the Bank's products, services, and pricing, as well as current updates and news. Members may also access their own account information and eTransact through the members-only website. |

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 be become effective if and when your institution is approved for membership.

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- ☐ **Safekeeping Agreement (FC 1694)**
This agreement is required for institutions that pledge securities as collateral. It establishes a securities custody account with the Bank.
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- ☐ **ISDA Master Agreement (1992, second printing) / Schedule to Master Agreement (FC 1973)**
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.
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- ☐ **Letter of Credit Reimbursement Agreement (FC 1465)**
This agreement is required if your institution chooses to enter into standby letter of credit transactions with the Bank.
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- ☐ **eTransact: Advances SecurID Token Application (FC 2228)**
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.
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- ☐ **Certificate of Designated Persons – Entire Authority (FC 2066)**
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.
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- ☐ **Certificate of Designated Persons – Advances (FC 2067)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to engage in borrowing transactions with the Bank.
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- ☐ **Certificate of Designated Persons – Affordable Housing Program (FC 2153)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to exercise authority under the Bank's Affordable Housing Program and any other community investment programs offered by the Bank, not including extensions of credit related to such programs.
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- ☐ **Certificate of Designated Persons – Collateral (FC 2068)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to pledge collateral and authorize the release of collateral pledged to the Bank.
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- ☐ **Certificate of Designated Persons – Interest Rate Derivatives (FC 2070)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to engage in interest rate derivative transactions with the Bank.
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- ☐ **Certificate of Designated Persons – Securities Services (FC 2109)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to engage in securities transactions with the Bank.
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- ☐ **Certificate of Designated Persons – Wire Transfer Services (FC 2108)**
This form permits the individuals designated in the Resolution and Authorization: Member Transactions to designate other employees of your institution to initiate wire transfers by telephone request or Standing Request, as defined in the Settlement/Transaction Account Terms and Conditions.
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