Consumer Financial Protection Bureau

The Truth in Lending Act (TILA) and Regulation Z (12 CFR 1026) require credit card issuers to submit their currently-offered credit card agreements on a quarterly basis to the Consumer Financial Protection Bureau (Bureau), to be posted on the Bureau's website.

The next submission is due from issuers on January 31, 2018. This document specifies how to submit your credit card agreements. Please follow these instructions. Please also note the submission deadlines for 2018. We are no longer sending emails reminding issuers of their submission obligations.

You may also consult the relevant Bureau regulation, which is 12 CFR § 1026.58(c). You can access an unofficial version of that rule via our "eRegulations" webpage at http://www.consumerfinance.gov/eregulations/.

What do I submit?

For the next submission, you must make sure you have submitted to the Bureau all of the agreements that you offered to the public as of the end of December 2017.

You can do this by emailing us links to (or webpage addresses for) the consumer credit card agreements that you post on your public website. Current regulations require you to post on your public website a complete set of the consumer credit card agreements that you offer to consumers. (§ 1026.58(d).) The agreements you have to post on your public website are the same as those you need to submit to the Bureau. As a result, sending us the relevant links or webpage addresses is the easiest and most straightforward way to meet your submission requirement.

Include in your email the name and address of the issuer that offers the product, plus a unique identifying number for the issuer such as a DUNS or RSSD number. Sending us that identifying information plus links or webpage addresses to your properly posted agreements is sufficient to meet *all* your submission obligations under § 1026.58(c). No other information is required. (Comment 58(c)(1)-3.)

Although the Bureau believes that issuers will generally find that emailing agreement links or webpage addresses to the Bureau is the fastest and simplest way to submit the required agreements, you may also comply by emailing us pdf copies of all the agreements you offered to the public as of the end of December 2017. Alternatively, you may email us the agreements and information identified in § 1026.58(c)(1)(ii), (iii), and (iv). Whatever submission method you choose, remember to include your identifying information.

Do not encrypt or password-protect your email submission. The information you are submitting is already public.

Where do I submit?

Send your submission to CardAgreements@consumerfinance.gov. We will email you a confirmation of receipt within 2 business days.

When do I submit?

Your submitting email is due on or before January 31, 2018. This deadline applies to agreements offered to new customers on December 31, 2017.

On an ongoing indefinite basis, quarterly submissions must be sent to the Bureau no later than the first business day on or after January 31, April 30, July 31, and October 31 of each year. For example, the quarterly submission deadlines for the next four quarters are:

- January 31, 2018 (deadline applies to agreements offered on December 31, 2017);

- April 30, 2018 (deadline applies to agreements offered on March 31, 2018); and

- July 31, 2018 (deadline applies to agreements offered on June 30, 2018).

- October 31, 2018 (deadline applies to agreements offered on September 30, 2018);

We will not be sending quarterly reminder emails in the future, so please take note of the deadlines above.

Other questions?

If I submitted my credit card agreements to the Bureau in October 2017, and none of those agreements have changed since then, do I still need to send agreements to the Bureau by January 31?

No. If all the agreements you submitted to us last quarter have remained exactly the same through the end of December, then you do not need to send us those agreements again.

Are there exceptions to the submission requirements for small issuers?

Yes. The "de minimis" exception is outlined in § 1026.58(c)(5) and may apply to you if you maintain a very small number of credit card accounts. Please refer to it and email us if you have any questions about whether you may be exempt from the submission requirement.

What if some of my private label agreements are not posted on my own website but only on the website of my merchant partner?

If you have some agreements for which you comply with § 1026.58(d)(1) by posting the agreement *only* on the merchant partner's website, then your email should include links or

webpages for the agreements on that merchant's website.

What if I revise the list of agreements on my website after the end of December 2017 but before I send my submitting email to the Bureau?

Do not send links or webpage addresses that are inoperable at the point that you send them. Instead, you can send in links or webpages after the end of December but before you make your revisions OR you can attach to your email pdf copies of the agreements as they were prior to those revisions.

What if the posted agreements or my identifying information change <u>after</u> I send my submitting email to the Bureau?

Regulation Z requires submissions to be made on a quarterly basis. Therefore, you will be required to include these changes in your next submission.

The Bureau used to send me a submitting spreadsheet, on which I had to report whether older agreements had been revised, or dropped, or were still in force. Are you still using that spreadsheet?

No. We have dropped the use of that spreadsheet in favor of the more streamlined submission method of sending links or webpage addresses.

Will you still send reminder notices to submit my agreements in the future?

No. Since this submission process is an ongoing requirement, we will not be sending reminder notices.

I still have questions...

Please email CardAgreements@consumerfinance.gov.