

# IMPLEMENTING THE NEW CTR AND SAR

## ISSUES AND ANSWERS FOR FINANCIAL INSTITUTIONS

RECEIVE SPECIAL PRICING AND SAVE ON EVERY ATTENDEE – SEE BELOW

***A full-day seminar providing a comprehensive analysis and review of the new CTR and SAR. Mandatory Compliance Deadline of March 31, 2013 is rapidly approaching – start planning now!***



The deadline is March 31, 2013.\* By this date all financial institutions must implement and electronically file the new FinCEN Form 111

“BSA-SAR” and Form 112 “BSA-CTR,” **HOWEVER**, these are no longer merely “forms.” They are electronic data collection devices that contain many entirely new data fields (enough to generate over 130 possible error codes!). Decisions you make today will have significant consequences for your institution for years to come.

This full-day seminar provides a comprehensive analysis and review of the new CTR and SAR. Emphasis will be placed on identifying the operational and training issues that financial institutions must address to integrate the new forms with existing procedures and processes. To further enhance understanding numerous examples will be furnished illustrating the completion of the forms using a variety of transaction scenarios.

In addition to providing essential information, this program will also address the inevitable “learning curve” that the industry and the regulators experience whenever a critical form is substantially modified. It is predictable that as financial institutions transition to the new forms unexpected issues and problems will arise. (You need look no further than HUD’s 68 pages of FAQs issued after their RESPA final rulemaking.) According to FinCEN:

*“...FinCEN recognizes that it may need to develop further guidance regarding the filing of the new reports to address additional questions. FinCEN will develop any future guidance through continued dialogue with the industry, law enforcement and regulatory communities.”*

Since further “tweaking” appears inevitable, if FinCEN issues additional guidance PBS will provide updates to the program materials and e-mail them to participants until the mandatory compliance deadline of March 31, 2013. Of course, many tips and strategies will be suggested by the dialogue that naturally occurs in our live programs and this will be included as well. All in all, this is a seminar that no financial institution can afford to miss.

*\*Not to be confused with the July 1, 2012 deadline for electronic filing in general.*

### HERE IS A SAMPLE OF WHAT YOU WILL LEARN:

#### ***The New FinCEN Currency Transaction Report (CTR)***

- New information requirements
- Shortened deadlines for filing
- Impact of NAICS codes
- “Supporting documentation” verses BSA record retention
- Training needs of frontline personnel
- Examples of transactions generating CTRs and proper completion of the form.

#### ***The New FinCEN Suspicious Activity Report (SAR)***

- New information requirements
- Current issues in identifying and reporting suspicious activities
- “Continuing activity” and the SAR
- Adding “attachments” to the SAR
- Filing joint SARs
- Restrictions on the SAR narrative
- Law enforcement and regulatory agency expectations

***And Much More.***

### AGENDA

**8:30 Registration**  
**9:00 Program**  
**12:00 Lunch**  
**4:00 Adjourn**

**Instructional Method Group-Live**  
**All times are local at seminar site.**

### WHO SHOULD ATTEND

This program is designed for all personnel involved with CTRs or SARs. The program focuses on the compliance issues involved in implementing and completing the reports. No advance preparation is required. **Program Level: Intermediate**

***Please note: This is not intended for IT issues. FinCEN has conducted a webinar for IT personnel which is available on their website. FinCEN also maintains an E-Filing Help Desk that can be reached at 1-866-346-9478.***

### REGISTRATION FEES

**Receive special pricing of \$290 per attendee.**

Normal registration fee is \$335 per attendee, receive discounted pricing by: mail or fax using this form, online – enter promotion code 12COK45, or give us the promotion code by phone (800-523-4778).

***Payment must accompany registration.***

*Includes lunch, coffee breaks and all course materials. Breakfast and parking are on your own.*

### DATE & LOCATION

**October 11, 2012**

Embassy Suites Hotel  
 1815 S. Meridian Avenue  
 Oklahoma City, OK 73108-1717  
 405-682-6000

### The Speaker

**David Luken** is a Senior Consultant at PBS. Prior to joining the firm in 1992, Mr. Luken was senior vice president and general counsel for a billion dollar metropolitan bank holding company. While at PBS he has served on the faculty of the FDIC's Advanced Consumer Protection School, Bank Operations and Compliance School and the OTS Compliance School. He has also served on the faculties of banking schools conducted by the New York, Pennsylvania, Texas, North Carolina, Iowa, Kansas, Nebraska and Arkansas bankers associations. Mr. Luken conducts over 100 seminars a year in the areas of lending and deposit compliance, Bank Secrecy Act, internet banking, information security and privacy law.

**Confirmations** You will receive a written confirmation of your seminar registration within ten days after we receive payment. If an e-mail address is provided, your confirmation will be sent via e-mail. Please make sure to add registrar@probank.com to your list of approved e-mail addresses.

### The Manual

Attendees receive a detailed seminar manual with narrative explanations of regulatory requirements and examination procedures. The manual is an excellent resource for future reference.

### Questions? Call 800-523-4778.

For program questions, more information or refunds ask for ext. 205 or ext. 235. For administrative policies, such as complaint resolution, ask for ext. 237.

### Cancellation Policy

If you cancel seven days before the seminar date, we grant full refunds. If you cancel later, but prior to the date of the seminar, we impose a \$50 cancellation fee. If PBS cancels a seminar for any reason, we refund all fees paid and supply you with a complimentary copy of the manual.

### Your Satisfaction Is Guaranteed.

You'll be satisfied – we guarantee it! Come and participate in the seminar until the morning break. If you don't think the seminar lives up to its promises, just turn your materials in at the registration table. We'll refund your registration fee...no questions asked!

### In-House Training

We can bring this seminar to your institution. Professional Bank Services, Inc. provides in-house training to financial institutions on a wide variety of topics. Call 800-523-4778, ext. 237.



Professional Bank Services, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN, 37219-2417. Web site: www.nasba.org

## ADDITIONAL SEMINAR INFO—NORMAL REGISTRATION FEE IS \$335

### CE CREDITS:

Eligible for 6.5 CPE credits.

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## IMPLEMENTING THE NEW CTR AND SAR COMMUNITY BANKERS ASSOCIATION OF OKLAHOMA

### INSTITUTION INFORMATION

### ATTENDEE NAMES & EMAIL ADDRESSES

FINANCIAL INSTITUTION	ATTENDEE #1	EMAIL ADDRESS	\$290
MAILING ADDRESS/PO BOX	ATTENDEE #2	EMAIL ADDRESS	\$290
CITY	ATTENDEE #3	EMAIL ADDRESS	\$290
STATE, ZIP	ATTENDEE #4	EMAIL ADDRESS	\$290
ROUTING/MICR NUMBER	ATTENDEE #5	EMAIL ADDRESS	\$290
TELEPHONE	ATTENDEE #6	EMAIL ADDRESS	\$290

I / WE WILL ATTEND THE SEMINAR IN \_\_\_\_\_ ON \_\_\_\_\_  
CITY PROGRAM DATE

TOTAL REGISTRATION FEES: \$ \_\_\_\_\_  
PAYMENT MUST ACCOMPANY REGISTRATION. THANK YOU.

### PAYMENT INFORMATION

☐ PAYMENT BY CHECK ENCLOSED ☐ CHARGE MY: ☐ MASTERCARD ☐ VISA ☐ DISCOVER **PLEASE PRINT CLEARLY**

CARD NUMBER

EXP DATE

CVV (SECURITY CODE)

AUTHORIZED SIGNATURE

CARDHOLDER'S NAME

CARDHOLDER'S BILLING ADDRESS

CITY/STATE/ZIP