
INFORMATIONAL MEMORANDUM



March 23, 2026

To: Chief Executive Officers
Farm Credit System Institutions

From: Kevin J. Kramp, Director
Office of Regulatory Policy

Subject: Electronic filing of part 620 shareholder disclosure reports (Update)

This informational memorandum updates the Farm Credit Administration's instructions for filing shareholder disclosure reports required under 12 CFR part 620.

Background

FCA regulation § [620.2\(a\)](#) provides that Farm Credit System (System) institutions must submit part 620 shareholder disclosure reports to us "according to our instructions." The reports covered by these instructions are annual and quarterly reports to shareholders, notices to shareholders of significant or material events, special notices related to noncompliance with minimum regulatory capital ratios, and annual meeting information statements.¹ FCA's current instructions direct institutions filing shareholder disclosure reports electronically to maintain dated and signed copies for potential FCA review.²

On July 20, 2022, FCA published a regulatory burden notice of intent and request for comment in the Federal Register.³ Among the comments received was a request that FCA update its instructions for filing part 620 shareholder disclosure reports with FCA. Specifically, commenters asked us to remove the requirement that System institutions retain a hard copy of electronically filed reports submitted to FCA.

Rescission of hard copy retention requirement

As of the date of this informational memorandum, FCA no longer requires System institutions to maintain dated and signed hard copies of part 620 shareholder disclosure reports for potential FCA review. However, System institutions must still make these reports

¹ See [§ 620.1\(o\)](#).

² October 13, 2006, informational memorandum "Electronic Filing of Part 620 Regulatory Reports." With the issuance of this informational memorandum, we are rescinding and replacing the October 13, 2006, informational memorandum "Electronic Filing of Part 620 Regulatory Reports" and the February 7, 2008, informational memorandum "Instructions for Filing Part 620 Reports with FCA."

³ [87 FR 43227](#)

available for public inspection under FCA regulation § [620.2\(b\)](#). These reports may need to be in paper form, depending on the requestor's preference.

Updated submission instructions

Electronic filing: System institutions are to continue electronically submitting part 620 shareholder disclosure reports through the FCA website using the same process as call report data submissions. From the FCA home page (www.fca.gov), select the "Submit data to FCA" button and follow the prompts.

Format: All electronically submitted part 620 shareholder disclosure reports must be in portable document format (PDF); no other format will be accepted. Institutions may use security measures such as password protection, provided FCA can still view, read, and print the report. PDF file sizes should be minimized to the extent allowed by software used. Refer to the software documentation for details on how to minimize the file size of PDF documents. We also request the PDF files be submitted in a searchable format.

Timeframes: Compliance with filing timeframes continues to be based on the date we electronically receive the report(s).

Other information: FCA continues to allow System institutions to electronically submit other examination reporting information using the same process as for part 620 reports.

Where to direct questions

If you have questions regarding these instructions, please contact one of the following:

- Angela Hanson, Director, Examination Guidance Division, Office of Examination, at hansona@fca.gov or (720) 213-0944; or
- Dr. Ira Marshall, Senior Policy Analyst, Office of Regulatory Policy, at marshalli@fca.gov or (703) 883-4379.