

The New Jersey Department of Banking and Insurance has prepared instructions to help you complete on-line reporting.

1. Requesting access to DOBI GUDPA on-line
2. Linking your DOBI GUDPA service to your myNewJersey account (and setting up a myNewJersey account)
3. Enrolling for DOBI GUDPA on-line reporting
 - o Institution verification
 - o Primary and Secondary GUDPA Contact set-up
4. GUDPA on-line filing and collateral calculation
5. GUDPA on-line filing verification
6. Confirmation information

Please note that filings are not complete until a collateral schedule has been received by the Department.

Department instructions are in red.

Your institution should have received an email from the Department of Banking and Insurance with your FDIC Cert number and a GUDPA PIN number. If you have not received these items please contact the following individuals at (609) 292-7272 during normal business hours to set up a second transmission.

Carolina Chong	extension 50344
Lanika Edwards	extension 50056
Mary Kay Boyle	extension 50052
Marcy Spinrad	extension 50440
Rich Poliner	extension 50062

Open Internet Explorer and type in the following address (or CTRL+click to follow the link):

https://www.state.nj.us/dobi/DOBI_DEPGUDPA/index.html

NOTE: Bookmark this page for future use. Underscore after the "I" in DOBI

Please click on Register.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

OFFICE OF DEPOSITORIES
ONLINE GUDPA MEMBER QUARTERLY FILINGS

The Governmental Unit Deposit Protection Act ("GUDPA") is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of municipalities and local government agencies. The program is administered by the Commissioner of the New Jersey Department of Banking and Insurance.

Amendments to the Governmental Unit Deposit Protection Act are explained in [Bulletin 10-08](#).

After enrolling and once certified, you will receive correspondence from the NJ Department of Banking and Insurance Office of Depositories which contains your Federal Certificate Number and a GUDPA PIN#. To utilize the online GUDPA Member Quarterly Filing Application you will need to register using your depository's Federal Certificate Number and assigned GUDPA PIN#. **You MUST have these items on hand when you register.**

► Register

*Forgotten or misplaced your GUDPA PIN#?
E-mail the [Office of Depositories](#) for assistance.*

During the registration process, you will create a MyNewJersey Logon ID and password which you will use to sign into the GUDPA Member Quarterly Filing Application.

Already Registered? Then just...

► Login to GUDPA

Once you have signed in, you will be able to access the online GUDPA Member Quarterly Filing Application to report your required information.

Complete the information on the page below and click on the Submit Registration button.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

Governmental Unit Deposit Protection Act

1. Request access to DOBI GUDPA

2. Link Your DOBI GUDPA service to your myNewJersey account

3. Use Your DOBI GUDPA Service

ENTER THE FOLLOWING INFORMATION TO REGISTER FOR GUDPA ON-LINE FILING SERVICES.

ALL FIELDS ARE REQUIRED FOR REGISTRATION.


Bank/Thrift Entity Name:	<input type="text"/>
Entity Federal Certificate#:	<input type="text"/>
GUDPA PIN#: (supplied to you via email)	<input type="text"/>
Your First Name:	<input type="text"/>
Your Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Re-enter Email Address:	<input type="text"/>
<input type="button" value="Submit Registration"/>	

IF YOU NEED HELP:

- FOR ALL GUDPA HELP INQUIRIES EMAIL: GUDPA.HELP@DOBI.STATE.NJ.US

On this page, proceed to Section B since this is your registration. You will pick your own Log On ID and Password, but be sure to record these for future filings. Log On ID's must be at least six alphabetic or numeric characters, or a combination of alphabetic and numeric characters (no special characters like*#\$\$%). Passwords must be at least 6 characters and include both letters and numbers.

Once the information is entered, press the "Create this new myNewJersey Account and Link DOBI GUDPA To It."

 STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE + *my*newjersey [Help](#)
[More information on myNewJersey](#)

Governmental Unit Deposit Protection Act

1. Request access to DOBI GUDPA **2. Link Your DOBI GUDPA service to your myNewJersey account** **3. Use Your DOBI GUDPA Service**

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my DOBI GUDPA information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my DOBI GUDPA information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

Verify / edit all information as requested. Be sure that the Name on the GUDPA Cert line is correct, as this is how it will appear on your Eligibility Certificate. Please refer to previous Certificates for guidance.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

OFFICE OF DEPOSITORIES
GUDPA FILING

[ENTITY INFO](#) | [Contact Info](#) | [Filing Details](#) | [Submission](#) | [Confirmation](#) | [Action](#)

Entity Specific Information for:

Federal Certificate#:

PLEASE VERIFY THE FOLLOWING INFORMATION AND UPDATE WHERE APPROPRIATE.
ALL FIELDS MARKED WITH AN ASTERISK(*) ARE REQUIRED.

ENTITY SPECIFICS:

Name on GUDPA Cert*:

MAILING ADDRESS:

Address 1*:

Address 2:

Address 3:

City/State/Zip:

city* state* zip*

Verify / edit all information below. Two contacts must be listed.

Entity Specific Information for:

Federal Certificate#:

**UPDATE GUDPA PRIMARY AND SECONDARY CONTACTS WHERE APPROPRIATE. TWO GUDPA CONTACTS MUST REMAIN ON FILE WITH NJ DOBI BY LAW.
ALL FIELDS MARKED WITH AN ASTERISK(*) ARE REQUIRED.**

GUDPA PRIMARY CONTACT :

Name:
*first** *last**

Contact Title*:

Contact Phone*: () - ext.

Contact Email*:

GUDPA SECONDARY CONTACT :

Name:
*first** *last**

Contact Title*:

Contact Phone*: () - ext.

Contact Email*:

Listed below are complete instructions for the next two pages. We recommend that you print them and keep them available as you complete the form.

**NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE
GOVERNMENTAL UNIT DEPOSIT PROTECTION ACT
INSTRUCTIONS FOR THE FILING OF THE ON-LINE QUARTERLY FORM**

Valuation Date of Filing: Choose the appropriate filing date from the calendar on the *select* drop down menu or type in the report date as shown (09/30/2010 for the initial filing).

Total Capital Funds: means (a) in the case of a State bank or national bank or capital stock savings bank, the aggregate of the capital stock, surplus and undivided profits of the bank or savings bank; (b) in the case of a mutual savings bank, the aggregate of the capital deposits, if any, and the surplus of the savings bank; and (c) in the case of an association, the aggregate of all reserves required by any law or regulation, and the undivided profits, if any, of the association. The terms “surplus” and “undivided profits” are described at NJAC 3:34-1.9.

(A) New Jersey Capital Funds: (allocated per NJAC 3:34-1-6(b)): For purposes of this subsection, the capital funds of a public depository located in New Jersey which has branches located outside New Jersey shall be its total capital funds multiplied by the percentage of deposits located in New Jersey to total deposits of the depository.

(B) 75% of line (A): Self-explanatory

(C) Total average balance of NJ public funds during the 3 month period preceding the valuation date: The total average balance of New Jersey public funds during the three-month period ending on the current valuation date.

(D) Less: NJ public funds covered by insurance: Insert the dollar amount to which New Jersey deposits of governmental units are insured by the FDIC as of the valuation date. In no event may D exceed C.

(E) Average NJ public funds on deposit in excess of insurance accounts: Excess of C over D.

(F) Total average balance of NJ public funds during the 15 day period preceding the valuation date: The total average balance of New Jersey public funds during the 15 day period ending on the current valuation date.

(G) Less: NJ public funds covered by insurance: Insert the dollar amount to which New Jersey deposits of governmental units are insured by the FDIC as of the valuation date. In no event may G exceed F.

(H) Average NJ public funds on deposit in excess of insurance accounts: Excess of F over G.

From Current Call Report or Thrift Financial Report (TFR): Do not enter a percent sign. Include two decimal places.

Tier One Leverage Capital Ratio: from the Call Report, Schedule RCR, Line 31, Column B, and from the TFR, Schedule CCR, Line CCR810.

Tier One Risk-based Capital Ratio: from the Call Report, Schedule RCR, Line 32, Column B, and from the TFR, Schedule CCR, Line CCR830.

Total Risk-based Capital Ratio: from the Call Report, Schedule RCR, Line 33, Column B, and from the TFR, Schedule CCR, Line CCR820.

Capital Designation: Select the appropriate category from the drop down menu. Contact senior management at your institution to confirm the proper designation.

When all fields have been correctly completed, press “Calculate Total Collateral Required” button.

(I) Total collateral required (calculated): The minimum collateral requirement will be calculated and entered into this line on the next page.

(J) Total market value of collateral pledged: Enter the total market value of all eligible collateral pledged to the New Jersey Commissioner of Banking and Insurance on the valuation date. The term eligible collateral is defined at NJSA 17:9-41(1) and NJAC 3:34-1.2. Please ensure that the amount entered on this line matches the total market value of collateral as listed on the supporting collateral schedule.

(K) Total NJ funds on deposit as of the valuation date: Enter the gross amount of all NJ public funds on deposit as of the valuation date.

When all fields have been completed, press the “**Continue**” button.

Entity Specific Information for:

Federal Certificate#:

ALL FIELDS ARE REQUIRED! ALL DOLLAR AMOUNTS SHOULD BE REPORTED AS THOUSANDS. (000'S OMITTED).

Valuation Date of Filing:	<input type="text" value="09/30/2010"/> <input type="button" value="select"/>
	<small>mm/dd/yyyy</small>
Total Capital Funds:	<input type="text" value="100,000"/>
(A) New Jersey Capital Funds: (allocated per NJAC 3:34-1.6(b))	<input type="text" value="100,000"/>
(B) ^75% of line (A):	<input type="text" value="75,000"/>
THREE MONTH PERIOD:	
(C) Total average balance of NJ public funds during the 3 month period preceding the valuation date:	<input type="text" value="55,000"/>
Average type used:	<input type="text" value="Daily"/> ▾
(D) Less: NJ public funds covered by insurance:	<input type="text" value="14,500"/>
(E) ^Average NJ public funds on deposit in excess of insurance accounts:	<input type="text" value="40,500"/>
FIFTEEN DAY PERIOD:	
(F) Total average balance of NJ public funds during the 15 day period preceding the valuation date:	<input type="text" value="56,100"/>
(G) Less: NJ public funds covered by insurance:	<input type="text" value="14,850"/>
(H) ^Average NJ public funds on deposit in excess of insurance accounts:	<input type="text" value="41,250"/>
FROM CURRENT CALL REPORT :	
Tier One Leverage Capital Ratio:	<input type="text" value="8.5"/> %
Tier One Risk-based Capital Ratio:	<input type="text" value="9.5"/> %
Total Risk-based Capital Ratio:	<input type="text" value="10.2"/> %
Capital Designation:	<input type="text" value="Well Capitalized"/> ▾
<input type="button" value="Calculate Total Collateral Required"/>	

^ - Indicates a locked calculated field



[Entity info](#) | [Contact Info](#) | [FILING DETAILS](#) | [Submission](#) | [Confirmation](#) | [Action](#)

GUDPA Financial Filing for:

CONTINUE DATA ENTRY OF YOUR FILING. **ALL FIELDS ARE REQUIRED!**
ALL DOLLAR AMOUNTS SHOULD BE REPORTED AS THOUSANDS (000'S OMITTED).

COLLATERAL CALCULATION :

(I) ^Total collateral required (calculated):	<input type="text" value="2,025"/>
(J) Total market value of collateral pledged:	<input type="text" value="0"/>
(K) Total NJ public funds on deposit as of valuation date:	<input type="text" value="0"/>
Filing of Collateral Detail Required?	<input type="text" value="Yes"/>

^ = indicates a locked calculated field

Verify Your Filing: Please review the information recap that appears. Should changes be necessary, press the “Make Changes” button and repeat the process as necessary. If all information is complete and correct, press the “Submit Filing” button. The next page will provide your confirmation number which should be printed or recorded for future reference.

Note: The filing is not complete until the collateral schedule is submitted to the New Jersey Department of Banking and Insurance as instructed. A link is provided on the confirmation page.



[Entity Info](#) | [Contact Info](#) | [Filing Details](#) | **SUBMISSION** | [Confirmation](#) | [Action](#)

GUDPA Financial Filing for:

REVIEW YOUR FILING BEFORE SUBMITTING. IF YOU NEED TO MAKE CHANGES CLICK THE 'MAKE CHANGES' BUTTON AT THE BOTTOM ELSE CLICK 'SUBMIT FILING' TO RECEIVE A CONFIRMATION NUMBER.

VERIFY YOUR FILING:

Valuation Date of Filing:	09/30/2010
Total Capital Funds:	100,000
New Jersey Capital Funds: (allocated per NOAC 3:31-1.6(e))	100,000
Total average balance of NJ public funds during 3 the month period preceding the valuation date:	55,000
Average type used:	Daily
Less: NJ public funds covered by insurance:	14,500
Total average balance of NJ public funds during the 15 day period preceding the valuation date:	36,100
Less: NJ public funds covered by insurance:	14,880
Tier One Leverage Capital Ratio:	8.5
Tier One Risk-based Capital Ratio:	9.5
Total Risk-based Capital Ratio:	10.2
Capital Designation:	Well Capitalized
Total collateral required	2,025
Total market value of collateral pledged:	0
Total NJ public funds on deposit as of valuation date	0
Collateral Detail Required:	Y

[Make Changes](#)

[Submit Filing](#)

A confirmation page will be displayed.



GUDPA Financial Filing for:



Your financial submission was accepted and will be reviewed for approval.

YOUR CONFIRMATION NUMBER IS: 7

YOU MUST PROVIDE COLLATERAL DETAIL INFORMATION IN A SPREADSHEET AND EMAIL IT AS AN ATTACHMENT TO: GUDPA.FILINGS@DOBI.STATE.NJ.US

A confirmation e-mail will be sent to both of the primary and secondary GUDPA contacts on file for your depository.

Please complete the attached spreadsheet by providing all of the requested information pertaining to the collateral pledged to the Commissioner of Banking and Insurance for GUDPA purposes.

Click the link below and select "Save" to download the form.

[Sample Collateral Reporting Spreadsheet \(MS-Excel\)](#)

A FILING IS NOT CONSIDERED COMPLETE WITHOUT A SPREADSHEET SUBMISSION!

THANK YOU!
