MARCH 2022

Insurance Determination

Deposit Data Requirements

3.0

For Consultation

cudic
Credit Union
Deposit Insurance
Corporation of BC

Contents

About this Document

PURPOSE

To provide BC Financial Services Authority ("BCFSA") authorized credit unions ("CUs") with guidance and specifications for submitting the deposit data necessary for the Credit Union Deposit Insurance Corporation of BC ("CUDIC") to complete accurate and timely deposit insurance determinations for deposit reimbursement.

Supplementary materials in support of the Deposit Data Requirements may be found on the BCFSA website:

Credit Union Deposit Insurance Corporation Resources | BCFSA

For further enquiries or questions related to this Deposit Data Requirements please contact CUDIC at:

- Telephone: 604 -660-3555
- Toll Free: 1-866-206-3030
- E-mail: DepositInsurance@bcfsa.ca

DISCLAIMER

This version of the Deposit Data Requirements supersedes and replaces all previous versions of the requirements, including all associated supplemental material.

The names and other related information of individuals or entities (e.g., those used in examples) are fictitious.

CHANGES IN VERSION 3.0

Changes are highlighted in blue font for easier identification. A complete list of changes can be found in the Document Change Log section of this document.

Document Change Log

#	Section	Description of Change
1	Introduction	• Details regarding CUDIC Insurance coverage included. • Credit unions must also have ready descriptions of any manual adjustments which are required for determining payout amounts.
2	Payments	• Payout Process diagram included which provides details regarding various steps taken in the event of a Credit Union failure.
3	Definitions	• Definition added for Accounting System.
4	Frequency & Timing	• Section amended to include when and what type of data will be requested by CUDIC.
5	Frequency & Timing	• CUDIC Payout Determination process included.
6	Data Extract Requirements	• New section included for data file types. • Diagram for table relationships.
7	All Extracts	• Mandatory field column introduced across all extracts. • Several extracts now contain fields with multiple options as opposed to being an "open" field.
8	Accounts Extract	• Credit unions must not include equity share accounts in the extracts. • Credit unions must indicate product type from list provided. • Credit unions must indicate if an account is covered by CUDIC guarantee. • Joint Flag indicator to identify whether an account is jointly held. • Mandatory to indicate if an account is linked to an index. • New fields to indicate strike date and sale rate for index linked products.
9	Customer Extract	• New field to indicate Domestic Politically Exposed Person. • New field for date address was last modified. • New field to indicate preferred method of contacting member. • Personal ID type list updated and credit unions to select from the options. • Date of birth/incorporation included. • Customer Type Code field included.
10	Account Joints Extract	• New field introduced to indicate whether the member's name must be included in the cheque.
11	GL Extract	• Credit unions must provide complete details of registered products held in trust at another institution. • Overdraft balances must be preceded by negative sign.
12	Holds Extract	• Hold Type field introduced. Credit unions must indicate reason for hold using options provided.
13	Appendix	• Glossary included. • Mocked up extract tables with examples of unacceptable data.

Introduction

Section 266 of the Financial Institutions Act ("FIA") requires the Credit Union Deposit Insurance Corporation of British Columbia ("CUDIC") to guarantee the deposits and non-equity shares (issued prior to January 1, 2020) of British Columbia ("B.C.") credit unions (CU). British Columbia Financial Services Authority (BCFSA) administers the deposit guarantee for B.C. CUs through CUDIC.

All money on deposit and money invested in non-equity shares (issued prior to January 1, 2020) with a BCFSA authorized credit union, regardless of whether it is placed directly with the credit union or through a broker, is 100% guaranteed.[1] Personal and business accounts that are guaranteed include:

- Savings accounts;
- Chequing accounts;
- Joint accounts;
- Trust accounts;
- Term deposits (with no limit on the length of the term to maturity);
- GICs (that are in the form of money on deposit with a B.C. credit union);
- Foreign currency deposits;
- Registered and tax-free savings accounts;
- Accrued interest on deposits is also guaranteed; and
- Non-equity shares prior to January 1, 2020.

In the event the CUDIC guarantee is called upon, BCFSA is obligated to make insurance determinations and payments to depositors in a timely manner and in accordance with the statutory requirements.

To fulfil this obligation, BCFSA has developed the CUDIC payout program. The payout plan requires accurate and timely deposit data from credit unions for making deposit insurance determinations for deposit reimbursement. This document sets out the data requirements that CUs must implement. In addition, CUs must have ready a description of any manual adjustments required in determining payout amounts of insured deposits.

DEPOSIT INSURANCE DETERMINATIONS

BCFSA requires deposit liability data to determine insurance payments under the deposit guarantee scheme. BCFSA intends to rely on the deposit liability data records held at the CUs for making deposit insurance determinations. BCFSA developed this Deposit Insurance Data Requirements to identify deposit data required from the CUs.

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[1] According to Province of British Columbia Order of the Lieutenant Governor in Council as of February 17, 2022, provisions of Financial Institutions Amendment Act, 2019, are brought into force, including the exclusion of CUDIC guarantee on a deposit made by or on behalf of a savings institution or its subsidiary.

PAYMENTS

In the event of a deposit payout, CUDIC expects to make insurance payments to:

- Non-registered depositors with cheque, or wire-transfer (for over $25 million payments); and
- Registered plan depositors by way of transfer to a successor financial institution.

The data requirements provided in this document apply only for data extracts related to deposit products covered by the CUDIC deposit guarantee.
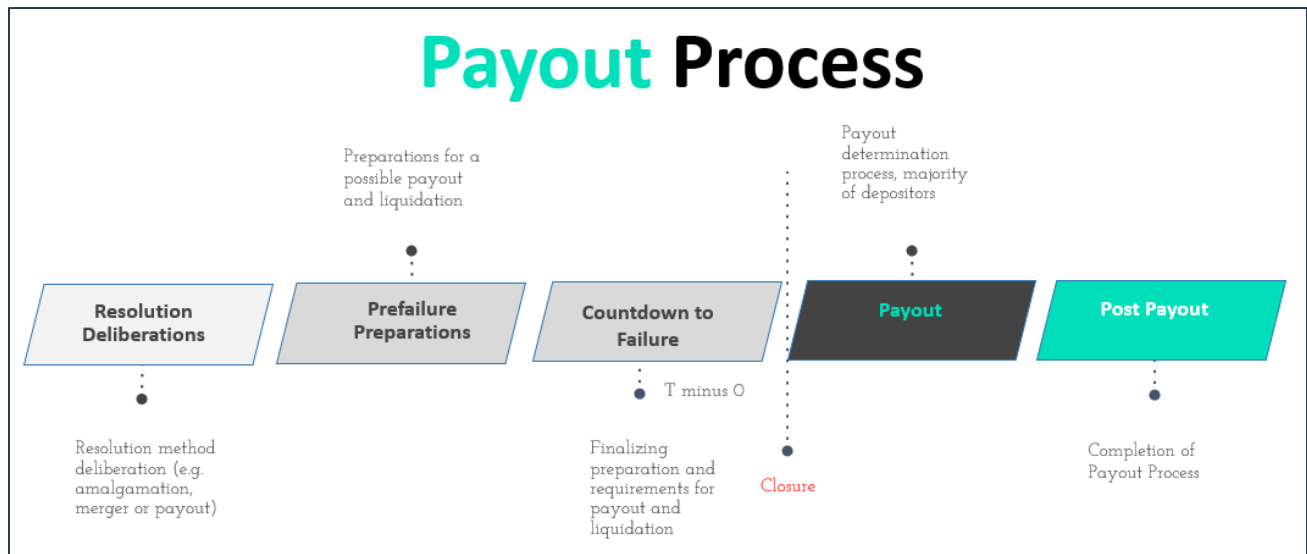
BCFSA's Authority for Collecting Data for CUDIC Deposit Insurance Guarantee

The FIA sections 266(2) and (4) require CUDIC to make payment of deposits as determined by BCFSA from the CUDIC Deposit Insurance Fund. FIA sections 210 and 211 provide the authority to BCFSA to collect information and records from CUs related to deposit data for making deposit insurance determinations and payments. The Personal Information Protection Act section 18(2) permits CUs to share this information. FIA section 243(4) provides immunity to persons providing information.

Definitions

For the purposes of this document:

- **Account Holder** – a person who has money on deposit with the credit union in accordance with section 82 of the FIA.
- **Accounting System** – a system implemented by companies to record financial information including income, expense and other accounting transactions and acts as an important tool that monitors and tracks the performance of the company and ensures smooth running of the business. This can be separate from the (core) banking system.
- **Banking System** –a platform used by credit unions to process, manage and maintain records of its business transactions and activities.
- **Close of Business ("COB")** - refers to the time of day (end of day) in which a banking system will perform batch processes such as interest calculations and accruals to close out one business day and roll over to the next.
- **Contact Information** – as defined by the Freedom of Information and Protection of Privacy Act, means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.
- **Field** – the name of the fields in the extracts may not exactly match the names in the CU's banking system. The description column in the extract layout provides details about the fields and can be used as a reference for mapping the field names.
- **Relationship** - a customer record which groups many customers together.
- **Personal Information** – as defined by the Freedom of Information and Protection of Privacy Act, means recorded information about an identifiable individual other than contact information.

- **Savings Institution** – a bank, a credit union, an extraprovincial trust corporation authorized to carry on deposit business under the Financial Institutions Act, or a corporation that is a subsidiary of a bank and is a loan company to which the Trust and Loan Companies Act (Canada) applies.

Data Extract Testing & Validation

This revised Requirements V3.0 includes revisions made following consultation with the CU sector on Deposit Data Requirements V1.0 and the subsequent tests carried out on data extracts based on V2.0 released in November 2019.

When requested, extracts are to be submitted via Secure File Transfer Protocol ("SFTP").

As part of the validation process, the individual account general ledger ("GL") was aggregated to match the GL account extract. This was intended to provide assurances that the data from the banking system would match the accounting system. Additionally, the line numbers from the Financial Statistical Returns (regulatory filings) were requested to validate the data extract provided against the financial statements provided (this is only good for month end validation).

Frequency & Timing

There are two types of data extract requests, each with varying frequency:

- Test Extract Data; and
- Staged Extract Data

TEST EXTRACT DATA

All credit unions will be required to submit Test Extract Data following the Deposit Data Requirements V3.0 release, no later than June 2023. Based on information gathered during the test and validation process, a supplementary data submission may be requested.

Once the Test Extract Data has been tested and fully validated, an updated Test Extract Data submission will be required at a minimum of every three years. A risk-based approach will be used to inform the submission schedule (e.g. changes to BCFSA Supervisory Ratings) and ad-hoc changes (e.g. bank system updates, etc.). Test Extract Data will typically be requested with an end-of-month run date and is validated against data from Financial and Statistical Returns. Additionally, Test Extract Data has customer personal information masked or excluded from the submission.

STAGED EXTRACT DATA

When a credit union's Intervention Stage Rating reaches a certain risk trigger, the credit union will be required to submit extract data, including unmasked customer data.

For more information on the BCFSA Intervention Stage Ratings, please refer to the Guide to Intervention (click to view).
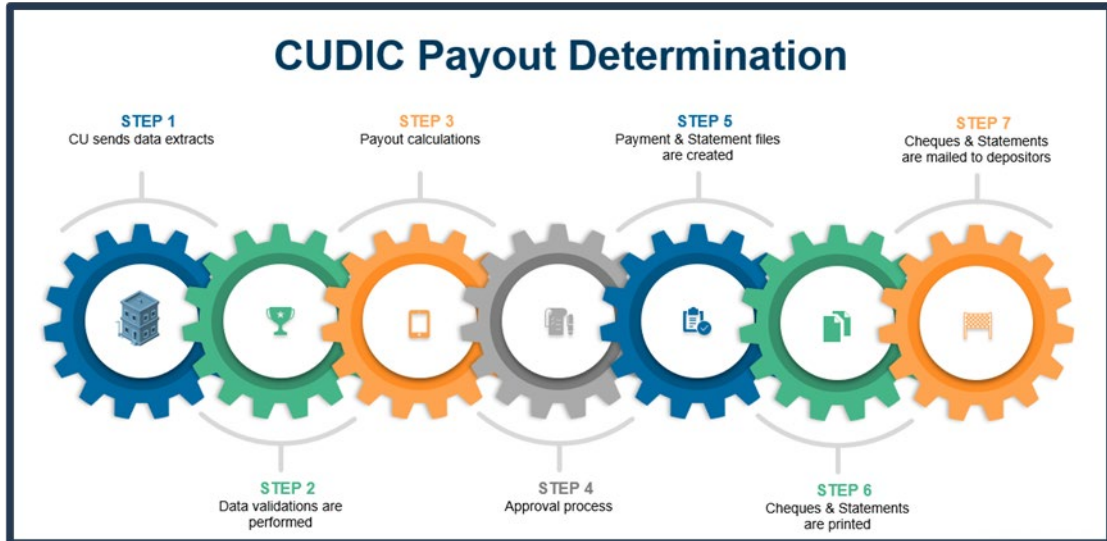
Data Extract Requirements

PRIMARY PAYOUT SYSTEM EXTRACTS

The following sections describe the system extracts requirements that CUs must implement. CUDIC will notify CUs of any changes to these requirements.

The Primary Payout System Extract is made up of six extracts and must be labelled as follows:

	Extract Title	File Name
1	Account Extract	DepositAccounts.csv
2	Customer Extract	DepositCustomers.csv
3	Account Joints Extract	DepositAccountJoints.csv
4	GL Extract	GeneralLedger.csv
5	Hold Transactions Extract	Holds.csv
6	Customer Names Extract	CustomerNames.csv

DATA FILE TYPES & TABLE RELATIONSHIPS

Each of the extracts contain a header row. This is required in all data extract tables, unless otherwise stated. The data elements (i.e., first row of each table) in the Data Extract Requirements must be the header row names and in the order as shown in the tables provided in the Account Extract section.

In addition, each of the extracts includes an expected field format ("format") column that describes the format of the data for each field. The formats are:

- VARCHAR (Variable Character) – any alphanumeric string;
- INT (Integer);
- DATE – YYYY-MM-DD; and
- DECIMAL (X,Y) – where X denotes number of integers before the decimal point and Y denotes integers after the decimal point.

Data extracts must be provided in CSV format with comma (",") delimiter.

The fields within each extract provided by the CU must be stripped of any comma characters (",") to avoid interfering with the data processing by the payout application.

The CU must not provide default values in any instance including date fields. Examples of default values are:

- Home Phone/Work Phone: 5555555555
- Date of Birth: 1900-01-01
- SIN: 999999999

If the data is unavailable, then the CU must leave the value blank., Data must be provided for all fields marked mandatory.
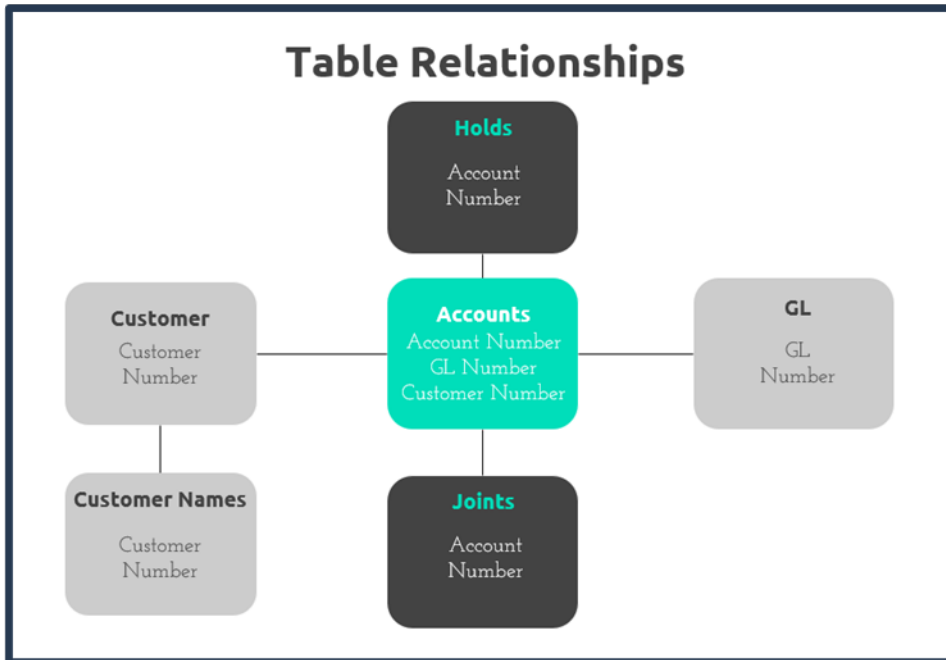
ACCOUNTS EXTRACT

The Extract includes all customer deposit accounts which are currently open or have been closed in the last 30 days. This includes accounts in status: active, inactive, dormant, escheat and closed (within the last 30 days).

The customer number in this extract should be that of the primary account holder. In the instance of a joint account(s), only the attributes of the primary customer must be provided. For example, if account AC123 has a primary customer CUST1 and a secondary (joint) CUST2, then the account extract will only show one record of AC123 and will display CUST1 as the Customer Number.

Details of Equity Share Accounts (Share Accounts) are not to be included in the extracts.

Some banking systems have special customer records which represent a relationship or container i.e., grouping many customers together. This extract must not contain any of those numbers.

Field	Mandatory	Description	Format	Max Length	Position
Business Date	Yes	The date in which the extract is "as of". Extracts should be taken at the end of day, after all COB processes such as interest calculations and accruals. Must be in the format specified	DATE (YYYY-MM-DD)	8	1
Account Number	Yes	The customer's Account Number in the banking system. Can be numeric or alphanumeric. This is the account number the customers use to refer to their accounts for the different deposit products they have with the CU.	VARCHAR	25	2
Customer Number	Yes	The Customer Number is commonly referred to as a Customer Information File (CIF) number of the account holder. This does not include relationship numbers that represent a group of individuals.	VARCHAR	25	3
Account Branch Name		The full branch name to which the account belongs. Typically, the branch where the account was opened, this may be different from the Customer Branch.	VARCHAR	50	4
Account Branch Number		The branch number to which the account belongs. Typically, the branch where the account was opened, this may be different from the Customer Branch.	INT	25	5

Field	Mandatory	Description	Format	Max Length	Position
Product Type	Yes	Indicates type of product. To be assigned as below: 1 = Chequing Account 2 = Savings Account 3 = Term Deposit 4 = Registered 5 = Non-Equity Share 6 = Pooled Trust Account 7 = Trust Account 8 = Other	INT	1	6
CUDIC Coverage	Yes	To indicate whether the account falls under the CUDIC Guarantee. Values allowed: • Yes • No	VARCHAR	3	7
Product Code		The code the banking system uses for the deposit product this account is used for. Depending on the banking system this may be alphanumeric or numeric and may contain special characters.	VARCHAR	25	8
Product Description	Yes	A description of the type of deposit product this account is used for, such as Free Chequing, Savings, One Year Term Deposit, etc.	VARCHAR	50	9
Principal Balance		The balance of the account, not including any interest accrued to date. This balance must NOT include overdrawn and other lending amounts. This is purely a deposit balance.	DECIMAL	30,4	10
Overdrawn Amount		The amount of money overdrawn on this account at the time of failure.	DECIMAL	30,2	11
Joint Flag	Yes	This flag should be set to "Yes" if the account is joint and "No" if not. Indicates if an account is a jointly held account.	VARCHAR	3	12
Accrued Interest		The total amount of interest accrued to date which has not been paid out or capitalized to the principal balance.	DECIMAL	3,2	13

Field	Mandatory	Description	Format	Max Length	Position
Last Interest Accrual Date		The date when accrued interest was last calculated and updated to the Accrued Interest field.	DATE (YYYY-MM-DD)	10	14
Next Interest Accrual Date		The date when accrued interest is scheduled to be calculated and updated to the Accrued Interest field.	DATE (YYYY-MM-DD)	10	15
Start Date	Yes	The original contract start date for this account.	DATE (YYYY-MM-DD)	10	16
Maturity Date		The date the interest term matures.	DATE (YYYY-MM-DD)	10	17
Term in Days		The number of days - the term is for.	INT	4	18
Interest Rate		The effective interest rate (percentage) of the account. If interest accruals were calculated at the time of this extract, this is the annualized rate which would be used. In a tiered or stepped product, this is the current tier/step the account is in based on balance or time held.	DECIMAL	30,4	19
Interest Accrual Frequency		How often interest is accrued on the account in the system. This accrual is typically collected separately and capitalized or paid out periodically.	VARCHAR	25	20
Compound Frequency		How often interest is compounded, such as daily.	VARCHAR	25	21
Interest Payment Frequency		How often interest is capitalized to the principal or paid out.	VARCHAR	25	22
Interest Rate Type		Specifies whether this is a balance tiered, time escalated, or fixed interest product.	VARCHAR	25	23
Garnishments		Amount of salary garnishments placed on the account.	DECIMAL	30,2	24
Garnishment Date	Conditional Mandatory	Date is mandatory if garnishment amount is present.	DATE (YYYY-MM-DD)	10	25
Loan Security Amount		The total amount of the term deposit used as collateral to secure a loan.	DECIMAL	30,2	26

Field	Mandatory	Description	Format	Max Length	Position
Loan Balance Secured		The current principal balance of the loan which is being secured by the term deposit.	DECIMAL	30,2	27
Status Description	Yes	Indicate the status of the account: 1 = Active 2 = Closed 3 = Inactive 4 = Dormant 5 = Escheat 6 = Matured 7 = Unclaimed	INT	1	28
Status Date	Yes	The date the current status became effective.	DATE (YYYY-MM-DD)	10	29
Closed Date	Conditional Mandatory	The date the account closed. All accounts with a closed status should have a closed date.	DATE (YYYY-MM-DD)	10	30
Closure Reason		Provide any closure reason descriptions here.	VARCHAR	100	31
Staff Benefit Flag	Yes	This flag should be set to "Yes" when the account is enjoying a staff benefit. Set to "No" for all non-staff benefit records	VARCHAR	3	32
Withholding Tax Amount YTD		YTD withholding tax calculated and not deducted.	DECIMAL	30,2	33
Non-resident Tax Amount YTD		YTD non-resident tax calculated and not deducted.	DECIMAL	30,2	34
Registered Plan Number		This is the plan number registered with the Canadian Revenue Agency ("CRA") for any registered savings plans this account belongs to. If more than one account belongs to the same plan number, repeat this number on each account.	VARCHAR	25	35
Registered Plan Open Date		This is the date the registered plan was opened. Not to be confused with an individual account open date.	DATE (YYYY-MM-DD)	10	36

Field	Mandatory	Description	Format	Max Length	Position
Registered Plan Group		The high-level plan type grouping for the account. This will have one of the values below: • RRSP; • RRIF; • RDSP; • RESP ; or • TFSA.	VARCHAR	5	37
Registered Plan Type		The product-level plan type grouping for the account. This will have a value like "RRSP", "LIRA", "LIF", "SDRRSP," etc.	VARCHAR	10	38
Registered Spousal Flag		Indicates if this registered product account is a spousal plan or not. Set this flag to "Yes" if it is, and "No" if not.	VARCHAR	3	39
Registered Locked In Flag		Indicates if the registered product account is locked in under pension legislation or not. Set this flag to "Yes" if it is, and "No" if not.	VARCHAR	3	40
Account Institution Number		This is the institution number which would be used on a cheque or EFT (809, for example). This can be hard coded to be the same for all accounts.	INT	3	41
Account Branch Transit Number		This is the branch number which would be used on a cheque or EFT (12345, for example)	INT	5	42
Deposit Certificate Number		If the deposit is certified, provide the certificate number.	VARCHAR	25	43
Redeemable Flag		If the deposit is redeemable, set this flag to "Yes" otherwise "No".	VARCHAR	3	44
Index Linked	Yes	If the deposit is linked to a market index, then indicate "Yes", otherwise "No"	VARCHAR	3	45
Index Link Start Date	Conditional Mandatory	If the deposit is linked to a market index, provide the start date for this index link.	DATE (YYYY-MM-DD)	10	46
Index Link End Date	Conditional Mandatory	If the deposit is linked to a market index, provide the end date for this index link.	DATE (YYYY-MM-DD)	10	47
Index Link Type	Conditional Mandatory	If the deposit is linked to a market index, provide the type of index link.	VARCHAR	25	48

Field	Mandatory	Description	Format	Max Length	Position
Strike Date	Conditional Mandatory	If Index Linked is indicated as yes, provide the strike date. Strike date is the date when the product is linked to the market index.	DATE (YYYY-MM-DD)	10	49
Sale Rate	Conditional Mandatory	If Strike date has been provided, CU to indicate rate of interest (percentage) during the sale period.	DECIMAL	30,4	50
Minimum Return Rate		If the deposit is linked to a market index, provide the lower limit (i.e., guaranteed rate of return) on appreciation in the index linked deposit converted to percentage terms if applicable.	DECIMAL	30,4	51
Maximum Return Rate		If the deposit is linked to a market index, provide the upper limit on appreciation in the index linked deposit converted to percentage terms if applicable.	DECIMAL	30,4	52
Trust Account Type		If this account is a trust account, provide the type of trust it is. Sample Trust type codes may include lawyer trust, broker-trustee, pension, revocable trust, irrevocable trust, ITF minor, estate.	VARCHAR	25	53
Agent Details		Indicates whether deposit was placed by an agent (broker). Specify the name of the agent or agency as recorded on the deposit account.	VARCHAR	50	54
Account Currency	Yes	Provide the 3-character currency code in which the funds are held for this account (CAD, USD, EUR, GBP, etc.).	VARCHAR	3	55
GL Account Number	Yes	Provide the number or name of the GL Account into which the various components of this accounts balance rolls up to for reconciliation purposes If principal balance, accrued interest and overdrawn amount fall into the same GL then three different lines to be provided in the extract.	VARCHAR	25	56

Field	Mandatory	Description	Format	Max Length	Position
FSR Line Number	Yes	Provide the FSR Line Number the GL maps to. Please do not provide FSR range.	INT	5	57
Deposit Source Channel		Provide the source of the deposit if known. Whether broker, online, in branch, or other.	VARCHAR	25	58

CUSTOMER EXTRACT

Customer extracts are of all customers who are currently an account holder. The Customer Extract should include all customer numbers listed in the Account Joints extract.

In some banking systems there is a special customer record which represents a relationship grouping many customers together. This is not required.

Field	Mandatory	Description	Mask	Format	Max Length	Position
Business Date	Yes	The date in which the extract is "as of". Extracts should be taken at the end of the day, after all COB processes such as interest calculations and accruals.	No	DATE (YYYY-MM-DD)	10	1
Customer Number	Yes	The primary customer number commonly referred to as the Customer Information File (CIF) number of the account holder. This does not include numbers that represent a group of individuals such as a relationship.	No	VARCHAR	25	2
Customer Branch Name	Yes	This is the branch which the customer belongs to i.e., their home branch. This may be different from the branch where the account is opened. Provide the full name of the branch.	No	VARCHAR	50	3

Field	Mandatory	Description	Mask	Format	Max Length	Position
Customer Branch Number	Yes	This is the branch number which the customer belongs to i.e., their home branch. This may be different from the branch where the account is opened.	No	INT		4
ATF Flag	Yes	Set this flag to "Yes" when the customer has been flagged on any Anti-Terrorism Financing (ATF) lists. Otherwise, "No"	No	VARCHAR	3	5
PEFP Flag	Yes	Set this flag to "Yes" when the customer has been flagged as a Politically Exposed Foreign Person (PEFP). Otherwise, "No"	No	VARCHAR	3	6
Domestic PEP	Yes	Set this flag to "Yes" when the customer has been flagged as a Domestic PEP. Otherwise, "No"	No	VARCHAR	3	7
AML Flag	Yes	Set this flag to "Yes" when the customer has been flagged on any Anti-Money Laundering (AML) lists. Otherwise, "No"	No	VARCHAR	3	8
Staff Flag	Yes	This flag should be set to "Yes" when the customer is also a staff member. This flag should be set to "No" for all non- staff records.	No	VARCHAR	3	9
Related Party Flag	Yes	This flag should be set to "Yes" when the customer is also a "related party" as defined in Section 144 of the FIA. Typically, these are members of the Board of Directors. This flag should be set to "No" for all non-related party records.	No	VARCHAR	3	10

Field	Mandatory	Description	Mask	Format	Max Length	Position
Address Line 1		This is the first line of the address where the customer resides. This should contain a street number, name, direction, etc.	Yes	VARCHAR	50	11
Address Line 2		This is the second line of the address where the customer resides. Typically, this would be for unit numbers or building names.	Yes	VARCHAR	50	12
City		This is the city of the address where the customer resides.	Yes	VARCHAR	25	13
Province		This is the Province of the address where the customer resides.	Yes	VARCHAR	25	14
Country		This is the country of the address where the customer resides.	Yes	VARCHAR	25	15
Postal Code		This is the postal code of the address where the customer resides.	Yes	VARCHAR	10	16
Address Last Modified	Yes	Indicates the date the customer mailing address was last updated	Yes	DATE (YYYY-MM-DD)	10	17
Current Mailing Address Valid	Yes	Indicates whether the current mailing address is valid or not. Options are: • Yes • No	Yes	VARCHAR	3	18

Field	Mandatory	Description	Mask	Format	Max Length	Position
Mailing Address Line 1	Yes	This is the first line of the address where the customer receives mail. This should contain a street number, name, direction, etc.	Yes	VARCHAR	50	19
Mailing Address Line 2		This is the second line of the address where the customer receives mail. Typically, this would be for unit numbers or building names, PO Box Numbers, Rural Routes, etc.	Yes	VARCHAR	50	20
Mailing City	Yes	This is the city of the address where the customer receives mail.	Yes	VARCHAR	25	21
Mailing Province	Yes	This is the province of the address where the customer receives mail.	Yes	VARCHAR	25	22
Mailing Country	Yes	This is the country of the address where the customer receives mail.	Yes	VARCHAR	25	23
Mailing Postal Code	Yes	This is the postal code of the address where the customer receives mail.	Yes	VARCHAR	10	24
Hold Mail Flag	Yes	Has the customer requested that mail be held at their home branch? Specify "Yes" or "No".	No	VARCHAR	3	25

Field	Mandatory	Description	Mask	Format	Max Length	Position
Home Phone		Customer's home phone number. Include country and area code where applicable.	Yes	VARCHAR	25	26
Work Phone		Customer's work phone number. Include country and area code where applicable, as well as extensions.	Yes	VARCHAR	25	27
Cell Phone		Customer's cellular phone number.	Yes	VARCHAR	25	28
Primary Contact	Yes	Indicates the primary method for contacting the customer:: 1 = Home Phone 2 = Work Phone 3 = Cell Phone 4 = Email	Yes	INT	1	29
Email Address		Customer's e-mail address.	Yes	VARCHAR	50	30
Personal ID Type		Indicates the identification document type used for opening the account: Choose from the options below: 1 = BCID 2 = Drivers License 3 = Passport 4 = Residence Card 5 = Birth Certificate 6 = Certificate of Incorporation 7 = BC Services Card	Yes	INT	1	31

Field	Mandatory	Description	Mask	Format	Max Length	Position
ID Number		Customer's identification document number.	Yes	VARCHAR	25	32
Date of Birth / Incorporation	Yes	Customer's date of birth. In the case of a business, this can/may be their incorporation date.	Yes	DATE (YYYY-MM-DD)	10	33
Date of Death		Customer's date of death.	Yes	DATE (YYYY-MM-DD)	10	34
Non-Resident Flag	Yes	Indicates if customer is non-resident of Canada. Set to "Yes" if the customer is a "Non- Resident" and "No" if they are a resident.	No	VARCHAR	3	35
Country of Residence	Yes	State the country where the customer resides for tax purposes.	Yes	VARCHAR	25	36
Customer Type Code	Yes	Choose from the following: 1 = Individual 2 = Corporation 3 = Trust 4 = Sole-Proprietor 5 = Partnership 6 = Government 7 =Savings Institution	No	INT	1	37

Field	Mandatory	Description	Mask	Format	Max Length	Position
Savings Institution Deposit Flag	Yes	Indicates if a deposit is made by or on behalf of a savings institution or its subsidiary. Set to "Yes" if this is a savings institution deposit and "No" if it is not.	No	VARCHAR	3	38
Customer Language		Preferred language for communication. Input: • English • French	No	VARCHAR	8	39
Online Banking Flag		Indicates if customer has activated online banking. Set to "Yes" if the customer has online banking and "No" if they do not.	No	VARCHAR	3	40
Social Insurance Number	Yes	Provide the Social Insurance Number (SIN) for the customer. This should be numeric only.	Yes	INT	9	41

ACCOUNT JOINTS EXTRACT

Account Joints extract should list all customers linked to all deposit accounts in the accounts extract. The purpose of this extract is to identify relationships the customers have on an account and this will be done through the joint type field. The fields from this extract will be used in identifying whether the depositor payout payments will need to be made to all account holders or any one account holder.

For example, if customer one is the primary account holder for account 123 and customer two is a joint account holder for account 123, the account joints extract will show two records of account 123 and define the relationship in each record. In the account extract there will be only one record of account 123 and will show under customer number one.

Each customer will have a corresponding Joint Type which denotes the type of relationship the customer has on an account. For CUs that use the membership (otherwise known as relationship or container) concept, this will be captured at this level but only to the extent that an additional column for a membership number has been added to denote the customer's membership.

The Account Joints Extract should have the data elements as described below:

Field	Mandatory	Description	Format	Max Length	Position
Business Date	Yes	The date the extract is "as of". Extracts should be taken at the end of the day, after all COB processes such as interest calculations and accruals.	DATE (YYYY-MM-DD)	10	1
Account Number	Yes	The Account Number of the customer's accounts in the banking system whether numeric or alphanumeric. This is the account number the customer uses to refer to the accounts for the different products they have with the credit union.	VARCHAR	25	2
Customer Number	Yes	The primary customer number commonly referred to as the CIF number of the account holder. This does not include CIF numbers that represent a group of individuals such as a relationship or membership. This is typically numeric but may be alphanumeric in some systems.	VARCHAR	25	3

Field	Mandatory	Description	Format	Max Length	Position
Joint Type	Yes	The role the customer has on the account. Typical joint types are "Primary Owner", "Joint Owner", "Beneficiary", "Signer", and so on. The CU should provide a joint type description rather than a code, as it is in their banking system.	VARCHAR	25	4
Owner Flag	Yes	Set this flag to "Yes" if the Joint Type provided is considered an owner of the account, and "No" if not.	VARCHAR	3	5
Signer Flag	Yes	Set this flag to "Yes" if the Joint Type provided is considered a signer of the account, and "No" if not.	VARCHAR	3	6
Payee Flag	Yes	Indicate "Yes" if the customer needs to be on the final payment. Otherwise, "No"	VARCHAR	3	7
Relationship Number		If the account and the customer are connected under a relationship, provide the corresponding relationship number	VARCHAR	25	8

GL EXTRACT

The GL Extract is meant to pull the ledger or sub-ledger the accounts can be reconciled to. This may come from the banking system or from an accounting system. The GL account numbers listed in the Account Extract should also be found in this extract for reconciliation purposes. Please provide all current balances as of COB.

GLs related to products covered by CUDIC guarantee are to be provided. CU need not provide GLs related to products not covered, for example. Equity Share Account GLs.

CUs are to provide details of registered deposits held in trust at another institution e.g., RESP deposits maintained at Central1 Credit Union.

The GL description and GL account number must be consistent across extracts.

All positive balance GLs must be positive, all overdraft (OD) accounts must be negative, and accrued interest should be positive.

The GL Extract should have the data elements as described below:

Field	Mandatory	Description	Format	Max Length	Position
Business Date	Yes	The date when the extract is "as of". The date of the COB. Extracts should be taken at the end of the day, after all COB processes such as interest calculations and accruals.	DATE (YYYY-MM-DD)	10	1
GL Account Number	Yes	The GL Account Number or Line number which represents this ledger or sub ledger account. This should be at the level which was provided in the Account extract to be matched to.	VARCHAR	25	2
GL Description	Yes	A description of the GL Account	VARCHAR	50	3

Field	Mandatory	Description	Format	Max Length	Position
GL Balance	Yes	The signed balance of the account in the currency denoted in GL Account Currency. Must indicate '-' sign if balance is negative	DECIMAL	30,2	4
GL Account Currency	Yes	Provide the 3-character currency code in which the funds are held for this account. Such as CAD, USD, EUR, GBP, etc.	VARCHAR	3	5
Parent Account Number		Provide the parent line if applicable to this GL Account	VARCHAR	25	6
Financial Statement Type		Specify if this line belongs on the balance sheet or profit and loss financial statement. The credit union may refer to Profit and Loss as an income statement.	VARCHAR	15	7
Financial Classification		Specify whether this line is: "Assets", "Liabilities", "Off Book", "Income", or "Expense".	VARCHAR	15	8

HOLD TRANSACTIONS EXTRACT

The purpose of this extract is to identify any holds placed at the transaction level due to reconciliation issues, regulatory reasons, or any other payment reason. For those accounts where holds cannot be identified at the transaction level (transaction amount field), CUs are requested to identify holds at the account level and populate other fields in the extract.

This table should not contain historical holds which have been released. This extract intends to capture any holds which CUs apply at the account and transaction level that affects the account balance. As an example, if the garnishments field is not available in the account extract, the holds extract can be populated.

The Holds Transactions Extract should have the data elements as described below:

Field	Mandatory	Description	Format	Max Length	Position
Business Date	Yes	The date the extract is "as of". The date of the COB. Extracts should be taken at the end of the day, after all COB processes such as interest calculations and accruals.	Date (YYYY-MM-DD)	10	1
Account Number	Yes	The Account Number of the customer's accounts in the banking system whether numeric or alphanumeric. This is the account number the customer uses to refer to their different accounts for the different products they have with the CU.	VARCHAR	25	2
Transaction Date	Yes	The date i the transaction occurred.	Date (YYYY-MM-DD)	10	3
Transaction Amount	Yes	The amount of the transaction held if available. If holds cannot be identified at the transaction level, this field may be left blank. In this case, CUDIC may have to apply hold at the account level.	DECIMAL	30,2	4
Transaction Currency	Yes	The transaction currency. Provide 3-character currency symbol such as CAD or USD.	VARCHAR	3	5

Field	Mandatory	Description	Format	Max Length	Position
Hold Type	Yes	Indicate which of the following is a reason for hold: 1 = Member Request 2 = Deposit in Transit 3 =Lending Collateral/Credit Card 4 = Legal Proceeding 5 = Other Garnishment 6 =Fraud & Suspicious Activities 7 = AML 8 = Other	INT	1	6
Transaction ID		Provide the most relevant Transaction ID number available in the system to be able to look up the transaction on the banking system and pull up this exact record.	VARCHAR	25	7
Transaction Comments		Any comments or narrative on the transaction which would have been placed there by the teller or system. Provide only the first 500 characters.	VARCHAR	500	8

CUSTOMER NAMES EXTRACT

To protect customer information privacy, the names of the customers will be collected separately from the Primary Payout System Extract outlined above.

In this extract, please provide the following fields for every customer number listed in the Customer Extract:

Field	Mandatory	Description	Format	Max Length	Position
Business Date	Yes	The date the extract is "as of". Extracts should be taken at the end of the day, after all COB processes such as interest calculations and accruals.	DATE (YYYY-MM-DD)	10	1
Customer Number	Yes	This is the Customer Number for this record, commonly referred to as the CIF number of the account holder. This does not include CIF numbers that represent a group of individuals such as relationship or membership. This is typically numeric but may contain alphanumeric in some systems.	VARCHAR	25	2

Field	Mandatory	Description	Format	Max Length	Position
First Name	Yes	This is the first/given name of the customer.	VARCHAR	25	3
Middle Name		Provide any additional given names.	VARCHAR	25	4
Last Name	Yes	This is the surname of the customer. In cases of a business account this may be the full name of the business.	VARCHAR	25	5
Statement Customer Name		Provide the full name as it would appear in printed statements.	VARCHAR	50	6

EXTRACTION TIMING

The extracts should be generated as of the end of COB of the banking system.

EXTRACT SUBMISSION REQUIREMENTS

Data extracts must be submitted to BCFSA's secure file transfer site which is encrypted end to end using SSL. The URL for file upload will be provided when the extracts are requested. There will be a separate URL for the Customer Names Extract.

CUs can submit multiple extracts at a time through the SFTP as long as the combined file size of each submission does not exceed 1GB. If combining two or more extracts into one submission exceeds the file size limit of 1GB, then the CU should submit one extract at a time.

Each data extract should be named as follows:

"[CU Name]_CUDIC_[Extract Name]_[YYYY-MM-DD].csv" where:

- [CU Name] is the full legal name of the CU;
- [Extract Name] is either:
    o "Account Extract", or
    o "Customer Extract", or
    o "Account Joints Extract", or
    o "GL Extract", or
    o "Hold Transaction Extract", or
    o "Customer Names Extract"; and
- [YYYY-MM-DD] is the date on which the data is "as of", the "COB" date.

  Example:

- ABCCreditUnion_CUDIC_AccountExtract_2022-03-08.csv
- ABCCreditUnion_CUDIC_CustomerNamesExtract_2022-03-08.csv

  Note: If extracts are zipped into a folder, the folder should be named "[CUName]_PrimaryPayoutSystemExtract_[YYYY-MM-DD]". Before submitting, delete ".zip" from the file name. The file size limit also applies to zipped folders.

Appendix A: Glossary

Term	Description
BCFSA	BC Financial Services Authority
CU	Credit Union
CUDIC	Credit Union Deposit Insurance Corporation of BC
FIA	Financial Institutions Act
SFTP	Secure File Transfer Protocol
GL	General Ledger
FSR	Financial & Statistical Report
VARCHAR	Variable Character
INT	Integer
CSV	Comma Separated Values
COB	Close of Business
EOD	End of Day
CIF	Customer Information File
YTD	Year to Date
RRSP	Registered Retirement Savings Plan
RRIF	Registered Retirement Income Fund
TFSA	Tax Free Savings Account
RDSP	Registered Disability Savings Plan
RESP	Registered Education Savings Plan
EFT	Electronic Funds Transfer
ITF	In Trust For
PEP	Politically Exposed Person
AML	Anti-Money Laundering
BCID	British Columbia Identification Card
SIN	Social Insurance Number
C1	Central 1 Credit Union
URL	Uniform Resource Locator
SSL	Secure Sockets Layer
GB	Giga Byte

Appendix B: Examples

EXAMPLE OF INCONSISTENCY IN ACCOUNT NUMBERS BETWEEN EXTRACTS

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

The following two tables depict inconsistency in the account number between different extracts (denoted in red). All data extracts must contain the account number.

Account Extract

Business Date	Account Number	Customer Number	Account Branch Name	Account Branch Number	Product	CUDIC Coverage	…	Product Description	Principal	Overdrawn Amount	…
2021-09-30	1265897-B1	CUST1	Branch1	B1	1	Yes		Free Chequing	3498.78		
2021-09-30	1265898	CUST23	Branch2	B2	1	Yes		Free Chequing	0	180.9	

Account Joints Extract

Business Date	Account Number	Customer Number	Joint Type	Owner Flag	Signer Flag	Cheque Payee	Relationship Number
2021-09-30	1265897	CUST1	Primary	Yes	Yes	Yes	R4561
2021-09-30	1265898	CUST1	Joint	Yes	No	Yes	R4561

EXAMPLE OF INCONSISTENCY IN CUSTOMER NUMBERS BETWEEN EXTRACTS

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

The following two tables depict inconsistency in the customer number between different extracts (denoted in red). Customer number must be the same across all extracts.

Customer Extract

Business Date	Customer Number	Customer Branch Number	Customer Branch Name	…	Address Last Modified	Current	…	Primary Contact	…	Personal ID Type	…	Customer Type
2021-09-30	CUST1	B1	Branch1		2021-06-01	Yes		Cell Phone		BCID		Individual
2021-09-30	B1-CUST2	B2	Branch2		2001-09-07	No		Cell Phone		Driver's License		Individual

Account Joints Extract

Business Date	Account Number	Customer Number	Joint Type	Owner Flag	Signer Flag	Cheque Payee	Relationship Number
2021-09-30	1265897	CUST1	Primary	Yes	Yes	Yes	R4561
2021-09-30	1265889	CUST2	Primary	Yes	Yes	Yes	R3421

EXAMPLE OF NEGATIVE ACCRUED INTEREST

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

The table represents data which is not acceptable (denoted in red). Accrued interest must be positive in all extracts.

Account Extract

Business Date	Account Number	Customer Number	Account Branch Name	Account Branch Number	Product	CUDIC Coverage	…	Principal	Overdrawn Amount	Accrued Interest
2021-09-30	1265897	CUST1	Branch1	B1	1	Yes		3498.78		
2021-09-30	1265897	CUST1	Branch1	B1	1	Yes				-11.23

EXAMPLE OF JOINT ACCOUNT NOT IDENTIFIED IN ACCOUNTS EXTRACT

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability. The two tables depict data which is not acceptable as the joint information is not consistent with Account Joints extract. Note the Joint Flag is set as No in Accounts Extract whereas the Account Joints extract provides details of Joint holder (denoted in red).

Account Extracts

Business Date	Account Number	Customer Number	Account Branch Name	Account Branch Number	Product	CUDIC Coverage	…	Joint Flag
2021-09-30	1265897	CUST1	Branch1	B1	1	Yes		No
2021-09-30	1265898	CUST1	Branch1	B1	1	Yes		Yes

Account Joints Extract

Business Date	Account Number	Customer Number	Joint Type	Owner Flag	Signer Flag	Cheque Payee	Relationship Number
2021-09-30	1265897	CUST1	Primary	Yes	Yes	Yes	R4561
2021-09-30	1265897	CUST25	Joint	Yes	No	Yes	R4561

EXAMPLE OF ISSUES IN INDEX LINKED FIELDS

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

In the following table:

- Row 2 provides an example where Index Start and End Dates are missing but other information has been provided. All index linked terms must contain Index Link Start and End Dates.

- Row 3 provides an example where Index Link Type is missing. Index Link Type must be provided if account is identified as Index Linked.

- Row 4 provides an example where account is not identified as Index Linked and Index Link Type is not provided, however Index Link Start and End Dates have been given.

Account Extracts

Business Date	Account Number	Customer Number	…	Product	CUDIC Coverage	…	Status Description	Index Linked	Index Link Type	Index Link Start Date	Index Link End Date
2021-09-30	1265880	CUST1		3	Yes		Active	Yes	Indx001	2019-01-30	2024-01-29
2021-09-30	1265881	CUST11		3	Yes		Active	Yes	Indx010		
2021-09-30	1265882	CUST65		3	Yes		Active	Yes	-	2019-01-30	2024-01-29
2021-09-30	1265882	CUST43		3	Yes		Active	-	-	2019-01-30	2024-01-29

EXAMPLE OF THE IMPLEMENTATION ON THE NEW INDEX LINKED FIELDS

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

Account Extracts

Business Date	Account Number	Customer Number	…	Index Linked	Index Link Type	Index Link Start Date	Index Link End Date	Strike Date	Sale Rate	Minimum Return Rate	Maximum Return Rate
2021-09-30	1265880	CUST1		Yes	Indx001	2019-01-30	2024-01-29	2019-03-01	0.67	1.50	3.00

The table represents an example of requested minimum return rate and maximum return rate. After the sale period ends by a Strike Date, the product is being linked to a market index. From that point on, the reference to determine the floor and ceiling rate of return of the product will be provided from Minimum and Maximum Return Rate.

EXAMPLE OF BALANCES DISPLAYED INCORRECTLY IN ACCOUNT EXTRACT

Account Extract

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

In the following table:

- Row 1 provides an example where GL Account Number is missing. All lines in the Account Extract must contain a GL Account Number.

- Row 2 provides an example where all balances (AI and OD denoted in red) related to the account are displayed in the same row. Account Extract must display balances which feed into different GLs in separate rows.

- Row 3 provides an example where the account number is the same as Row 2, however the principal balance is different and feeds into a different GL Account Number.

- Rows 4 and 5 provide an example where there is no principal balance provided, however Accrued Interest and OD amounts are feeding into the same GL Account Number (denoted in red).

Business Date	Account Number	Customer Number	Account Branch Name	Account Branch Number	...	Product Type	...	Principal Balance	Overdrawn Amount	Joint Flag	Accrued Interest	...	GL Account Number
2021-09-30	1265899	CUST1	Branch1	B1		1		2190.76		No			
2021-09-30	1265901	CUST2	Branch1	B1		2		31194.60	-110.97	No	11.06		GL1234
2021-09-30	1265901	CUST2	Branch1	B1		2		100000.00		No			GL8765
2021-09-30	1265904	CUST43	Branch4	B4		2			-1500	No			GL2345
2021-09-30	1265904	CUST43	Branch4	B4		2				No	1.09		GL2345

EXAMPLE OF ISSUES IN GL EXTRACT

Business Date	GL Account Number	GL Description	GL Balance	GL Account Currency	Parent Account Number	Financial Statement Type	Financial Classification
2021-09-30	GL2345	GLAccruedInt	-3,468,987.65	CAD	ParentGL2	Balance Sheet	Liability
2021-09-30	GL8765	GLOverdrawn	3,000,600.00	CAD	-	Balance Sheet	Liability
2021-09-30	GL7890	GLUSDSavings	2,780,000.00	USD	ParentUSD1	Balance Sheet	Asset

When GL Account balance represents OD amounts, it is required to be shown as a negative balance, therefore Row 2 is an example where OD amount is negative. Similarly, Accrued Interest should be shown as a positive balance in the GL Extract.

EXAMPLE OF ISSUES IN HOLDS EXTRACT

In the following table:

- Row 1 provides an example where the format of business date (denoted in red) is incorrect. All dates must be in YYYY-MM-DD format.

- Row 2 provides an example where Garnishment is provided in the Holds Extract and Accounts Extract resulting in duplication. Garnishment information is to be provided only in the Accounts Extract.

- Row 3 provides an example where the Hold Type is not provided. Every transaction in the Holds Extract must have the Hold Type.

Business Date	Account Number	Transaction Date	Transaction Amount	Transaction Currency	Hold Type	Transaction ID	Transaction Comments
9-30-2021	1265897	2021-01-09	17,500.00	CAD	4	65RTFYUT	TxnComment1
2021-09-30	1265893	2021-04-26	1,500.00	CAD	4	976OJLJ0	Garnishment
2021-09-30	1276641	2021-09-29	780.1	CAD		76R76FGF	TxnComment3

EXAMPLE OF TAX AMOUNTS

The example covers only a subset of requested fields. CUs are required to submit all the mandatory data requested and the remaining data based on availability.

Business Date	Account Number	Customer Number	Account Branch Name	Account Branch Number	…	CUDIC Coverage	…	Principal	Withholding Tax Amount YTD	Non-Resident Tax Amount YTD
2021-09-30	1265897	CUSTA	BranchC	B1		Yes		800.00	-100.00	
2021-09-31	7654321	CUSTB	BranchD	B1		Yes		500.00		-100.00

The table represents examples of withholding tax amount and non-resident tax amount fields requested in the Account Extract. The amount of -100.00 is the tax amount YTD calculated and not yet deducted from the principal. This means that, in the final payment, the amount will be deducted from the principal amount, i.e., 700.00 (= 800.00 – 100.00) and 400.00 (= 500.00 – 100.00), all else being equal.