

**CRA REPORT FORM**  
**All Commercial and Agricultural Loans**

*As part of Regulatory Risk Monitor's ongoing effort to provide sample documents to make your job easier, we offer this form developed by First Community Bank, (\$1.1 billion), Bluefield, Va., to ensure data integrity and reduce errors in selecting proper call report codes. Consultants Lynn Platter, KPMG, McLean, Va., and Ken Agle, The Triac Co., Pasadena, Calif., generally approved the form, with suggested improvements that appear in italics.*

**Branch/Location**

Loan Number: \_\_\_\_\_ Loan Amount: \$ \_\_\_\_\_  
Business: \_\_\_\_\_ Agriculture: \_\_\_\_\_ Loan Date: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address\*: \_\_\_\_\_  
*(in footnote or checkbox, indicate if this is collateral, proceeds or headquarters address)*  
State – Zip Code: \_\_\_\_\_

\_\_\_\_\_ MSA      \_\_\_\_\_ Census/Block #      \_\_\_\_\_ County      \_\_\_\_\_ State

Purpose: \_\_\_\_\_  
(Be specific, i.e., purchase equipment, pay business expenses)  
GROSS ANNUAL REVENUE of business or farm: \$ \_\_\_\_\_  
(NOT the net income of the business or the individual's income.)

**If not collected and considered in the loan decision, then indicate N/A. If collected, then report it.**

Collateral: \_\_\_\_\_  
If real estate, what kind of property? \_\_\_\_\_  
Is this a Community Development Loan? \_\_\_\_\_  
*(Examples: affordable housing rehabilitation; not-for-profit organizations serving low- and moderate-income persons; environmental clean-up; CD financial banks.)*  
Why? \_\_\_\_\_

Loan Officer's Signature: \_\_\_\_\_

**ALL INFORMATION MUST BE DOCUMENTED IN THE LOAN FILE**

**Loan Input Clerk Entry:**

**GROSS ANNUAL REVENUE CODE:** \_\_\_\_\_  
(1 – Under \$1MM; 2 – Over \$1MM; 3 – Non Used or Unknown)

Call Report Code: \_\_\_\_\_

Distribution: One copy for Loan File; One copy submitted monthly to Compliance Officer

Loan Input Clerk's Signature: \_\_\_\_\_ Reviewer's Signature: \_\_\_\_\_

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