

Year End Forms Instructions

Go to your name and click the drop down and select "Institution Profile."

ifi.nd.gov

NORTH Dakota Financial Institutions *Be Legendary™*

Home | Banking Portal | Credit Union Portal | Trust Portal | **Megan Sauer**

Department of Financial Institutions

Online Services Portal

- Consumer Complaints
- Institution Portal

- My Profile
- Institution Profile**
- Manage User Access
- Sign out

Click the "Add New Contact" button above the Directors, Officers, or Stockholders section to add a someone. These will be pulled over directly to the yearend forms.

Summary

Account Name *
Test Bank One

Charter Number
—

Year End Forms Reminder Date
1/1/2022

Administrators

President
DFI Portal System Administrator

Secretary
Heidi LaBree

Cashier
Sujana Narayanabhatla Hanuma

Directors

Directors List

Add New Contact **Add Existing Contact**

| Full Name ↑ | Is Trust Director | Address 1 |
|------------------------------|-------------------|---|
| Joseph Old | Yes | 6471 Oak Avenue Jamestown, North Dakota 58401 |
| Sujana Narayanabhatla Hanuma | | |
| Test Director | Yes | |

Enter the Director, Officer, or Stockholder information and click submit.

Create x

Director

First Name *

Middle Name

Last Name *

Is Trust Director

Address 1: Street 1

Address 1: Street 2

Address 1: City

Address 1: State/Province

Create x

Is Trust Director

Address 1: Street 1

Address 1: Street 2

Address 1: City

Address 1: State/Province

Address 1: ZIP/Postal Code

Submit

Click the Banking Portal dropdown and select "Year End Forms."

NORTH Dakota Financial Institutions Be Legendary™

Home | **Banking Portal** | Credit Union Portal | Trust Portal | Megan Sauer

Banking Portal

- Banking Dashboard
- Payments and Fees
- Application Signatures
- Annual Report of Examining Committee
- Application to Establish a Facility
- Application for Loan Production Office
- Application to Establish a State-Chartered Bank Trust Branch
- Application for Merger or Consolidation
- Application to Move Main Office or Facility
- Assessment Calculator
- Dividend Worksheets
- Extension Request - Other Real Estate Owned
- Other Documents
- Year End Forms**

Summary

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Click the "Create" button.

NORTH Dakota Financial Institutions Be Legendary™

Home | Banking Portal | Credit Union Portal | Trust Portal | Megan Sauer

Year End Forms

Active Year End Forms



| Institution | Reporting Year ↓ | Status Reason | Created On | |
|---------------|------------------|---------------|--------------------|---|
| Test Bank One | 2021 | New | 1/10/2022 9:28 PM | ▼ |
| Test Bank One | | Active | 1/11/2022 10:30 AM | ▼ |
| Test Bank One | | Active | 1/11/2022 10:33 AM | ▼ |
| Test Bank One | | Active | 1/11/2022 3:24 PM | ▼ |

Read through the instructions and click next

Save vs Submit

Save

Saving your Year End Forms package does not require that all fields be complete. The package will be saved 'as forms list if not already present. You can come back to it later to complete and/or submit as needed.

Submit

Submitting your Year End Forms package will place it in your submitted forms list. It will be removed from your present. You will not be able to make changes to your forms once the package is submitted. All fields must be c Forms package can be submitted.

Applicable Institution

Although you may administer multiple financial institutions, this Year End Forms package will apply only to the Creating Year End Forms packages for other financial institutions will require that you login to the applicable ac

Test Bank One



The Directors, Officers, and Stockholders will be filled in from the contacts added in the Institution Profile. Fill in the rest of the fields.

Click "Save" at the bottom of the page.

To print forms, scroll up on the page and select the print button in the category

Oath of Directors



Directors

| Full Name ↑ | Is Trust Director | Address 1 |
|-------------|-------------------|---|
| Joseph Old | Yes | 6471 Oak Avenue Jamestown, North Dakota 58401 |

Annual Meeting of Stockholders



Stockholders Meeting Location (City) *

asdf

Stockholders Meeting Date *

1/19/2022

Total Capital Stock Number Of Shares *

1.00

Total Capital Stock Dollar Amount *

\$ 100

When signed and notarized, scan the Year End Forms and save to your computer. Once this is completed, go back to the “Year End Forms” under the Banking Portal

Banking Portal

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Test Bank One

Charter Number
—

Year End Forms Reminder Date

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Find the saved Year End Form and click the dropdown arrow to the far right of the form. Select “Edit.”

Active Year End Forms

Create

| Institution | Reporting Year ↓ | Status Reason | Created On |
|---------------|------------------|---------------|-------------------|
| Test Bank One | | Active | 1/19/2022 8:22 AM |

< 1 2 3 >

- Edit
- Print - Stockholder Meeting
- Print - Stockholder List
- Print - Oath Of Bank Director
- Print - Oath Of Bank Officer
- Print - Oath Of Trust Director
- Print - Oath Of Trust Officer

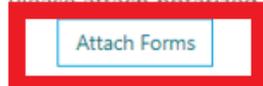
Submitted Year End Forms

There are no records to display.

Scroll to the bottom of the form and click “Attach Forms.”

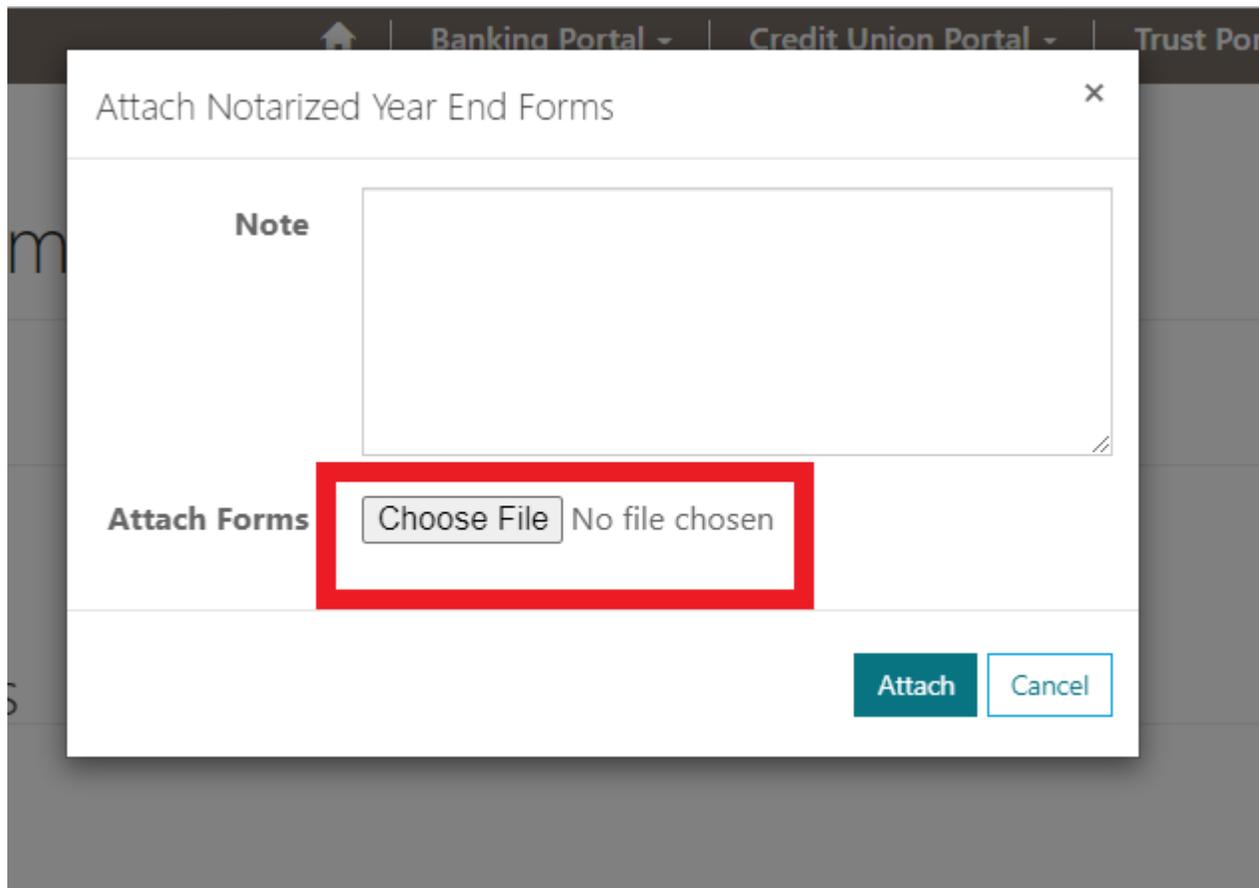
Attach Notarized Year End Forms

Please attach notarized year end forms.



NOTE: To print forms, scroll up on this page and select the form you'd like to print.

Click "Choose File" and select the saved Year End Form. Click "Attach."



Click "Submit."

Attach Notarized Year End Forms

 statement for miscellaneous charges.doc (69.00 KB)

Attach Forms

NOTE: To print forms, scroll up on this page and select the form you'd like to print.

