



THE COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF BANKS  
1000 Washington Street, 10<sup>th</sup> Floor, Boston, Massachusetts 02118

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UNDERSECRETARY

**DAVID J. COTNEY**  
COMMISSIONER OF BANKS

January 5, 2016

TO THE CHIEF EXECUTIVE OFFICER OF THE FINANCIAL INSTITUTION ADDRESSED:

In accordance with the General Laws of Massachusetts, an annual report of your institution must be made to the Commissioner of Banks as of the year ending December 31, 2015, and is required to be filed by February 1, 2016. The Division of Banks is once again collecting annual report data via the Online Annual Report System (OARS) website, which was put into effect for the first time last year. The OARS website allows your financial institution to file its Annual Report to the Commissioner electronically and will be used for the 2015 annual report filing period.

Starting with last year's annual report, the Division ceased collecting annual report data via hard copy. The OARS website allows you and your employees to file the entire annual report online, including the Loans to Officers information (BLR Form), if applicable, Subsidiary/CUSO information (Schedule N), and Attestation Form, along with any changes to your main office or branches, Board of Directors/Trustees, and operating officers. All of the above-mentioned forms and pages will be required to be completed as part of the annual report submission process. Similarly to last year, electronic signatures will be allowed and the website can be accessed from any computer.

The OARS portal is available [here](#). Additionally, you may access the link via our website, [www.mass.gov/dob](http://www.mass.gov/dob), under the "News and Updates" section. For your reference, your 2014 Annual Report to the Commissioner is available in PDF format via the OARS website. Refer to the Users' Guide on the OARS website for further instructions.

Today, Chief Executive Officers will receive a secure email from the Division of Banks with a unique login and password for accessing OARS. To ensure you receive this secure email, please add "DOB\_DIS@state.ma.us" to your list of email contacts.

If you should have any questions, please don't hesitate to contact us. Credit unions may contact Chief Director Andrea L. Cipolla at (617) 956-1532 or [andrea.cipolla@state.ma.us](mailto:andrea.cipolla@state.ma.us). Banks may contact Regional Field Manager Michael T. Hensler at (617) 956-1524 or [michael.hensler@state.ma.us](mailto:michael.hensler@state.ma.us).

Sincerely,

David J. Cotney  
Commissioner of Banks