General Instructions for Workpapers

1. Enter requested information on worksheet(s). If information is not available or disclosure is not applicable, enter "N/A."
2. Use the Comments and Violations Section:
   - For apparent violations (for example, subsequent disclosures were not provided, etc.).
   - Any issues requiring additional comments or review/follow-up.

Clearly state violations. Highlight or mark in red for easy reference.

NOTE: Document only those instances where violations or issues worthy of comment are present.

Right to Financial Privacy Worksheet

1. Enter the financial institution's:
   - Name
   - Cert. #
   - Branch
   - Examination date
   - Examiner-in-Charge
   - Name of the individual who actually completes the workpaper
2. Enter the name of the customer.
3. Enter the types of accounts involved in the Federal government request, for example, loan, deposit, etc.
4. Identify the Federal government authority involved in the request.
5. Identify whether financial information was given out by customer authorization and the bank maintains the required information for customer review when allowed.
6. Indicate whether the financial institution had proper written certification from Federal government authorities prior to releasing financial information.

Examination Worksheet—Right to Financial Privacy

Bank:	Exam Date:	EIC:
Branch:	Prepared by:	Cert#:

Accounts Customer	Government Involved	Cust. Authority	Agency Authority	Comments & Violations