



DCU BULLETIN

Division of Credit Unions

Washington State Department of Financial Institutions

Phone: (360) 902-8701

FAX: (360) 704-6901

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No. B-15-16

NEW Payment Process for DCU Semi-Annual Asset Assessment Fees!

Chapter 31.12 RCW authorizes the Director to charge fees to credit unions and certain other persons in order to cover the costs of the operation of the division of credit unions and to establish a reasonable reserve for the division. Chapter 208-418 WAC is amended to change the frequency of these fees from quarterly to semi-annual assessments.

Starting January 1, 2016 asset assessment fees will be collected on a semi-annual basis (i.e. in January and July of each year). Under the new system, the credit unions will use an online payment system to pay the asset assessment fee.

What's NEW with the Online Payment System?

Old System	NEW System
✚ Static payment day	✚ Flexible payment window (1 st through 23 rd of the payment month)
✚ 4 payments per year	✚ 2 payments per year
✚ Excel calculator that couldn't calculate for waivers	✚ Online calculator tool that can calculate for waivers
✚ No confirmation of payment	✚ Immediate confirmation of payment via a receipt

Attached to this bulletin is a User Manual for the online payment system. The system can be accessed at the following link:

<https://fortress.wa.gov/dfi/webapp/dfi/webapp/CreditUnionSemiannualReport>.

At any time, you can use the “Semi-Annual Asset Assessment Calculator” on the website to calculate your assessment. Tips for using the calculator:

- ✚ To get the most accurate calculation, you will need to enter your **charter number**. This will apply any waivers currently in the system for your credit union to the assessment fee.
- ✚ Enter your total assets in whole dollars, **rounded down** to the nearest dollar.

For your protection, the Department of Financial Institutions uses a secure server for processing online asset assessment transactions. Any transmitted data is encrypted as it is sent to or from your PC. This prevents it from being read by an unauthorized party while it is being sent over the Internet.

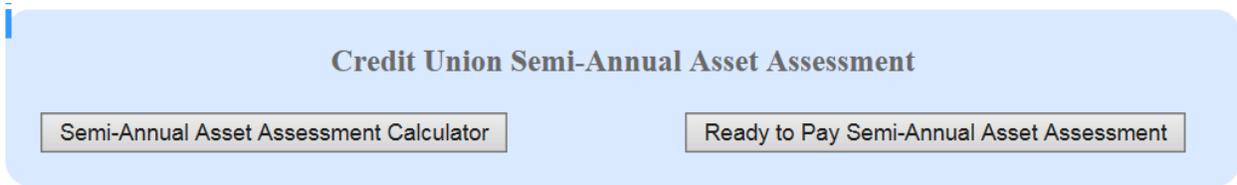
If you encounter any problems while paying your assessment, please call the DCU Office at (360) 902-8701 for assistance.

Contact Information

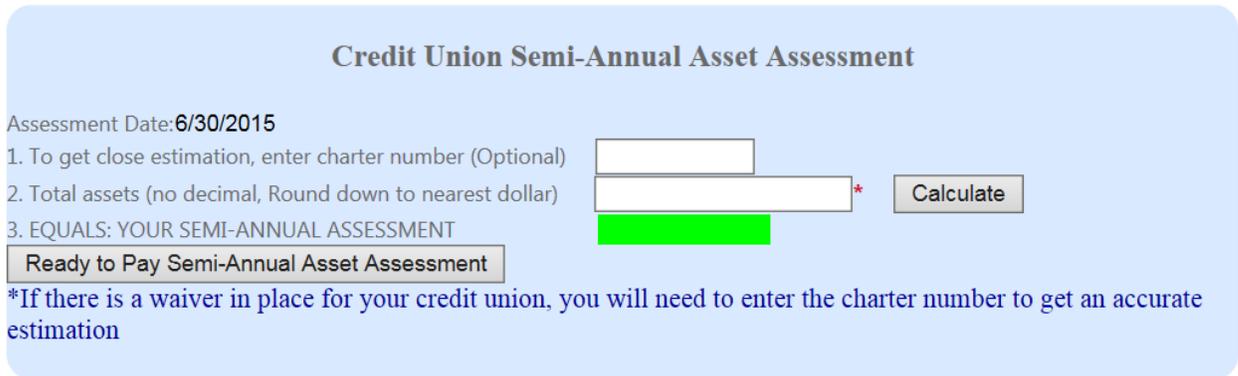
For questions regarding the decision to switch to the new system, please contact Linda Jekel, Director of Credit Unions, at 360-902-8778 or linda.jekel@dfi.wa.gov. For questions regarding the new process for paying the asset assessment fee, please contact Allison Kohlhorst, Division Coordinator, at 360-902-8718 or allison.kohlhorst@dfi.wa.gov.

Credit Union Semi-Annual Asset Assessment User Manual

Website: <https://fortress.wa.gov/dfi/webapp/dfi/webapp/CreditUnionSemiannualReport>



1. Use the calculator to estimate your assessment by clicking on “Semi-Annual Asset Assessment Calculator”.
 - Fill out total assets and hit calculate to get the estimate.
 - Click on “Ready to Pay Semi-Annual Asset Assessment” to start the payment process or close browser to exit.



- To pay your assessment, click on “Ready to Pay Semi Annual Asset Assessment”
2. Pay the Assessment: Review instructions and click “Next Page” to continue.

Credit Union Semi-Annual Asset Assessment

WARNING:

ONCE YOU BEGIN THE ONLINE PROCESS, YOU WILL NOT BE ABLE TO SAVE YOUR INFORMATION!

- 1- Please use Internet Explorer version 9 or above, Firefox or Chrome
- 2- Add this website (<https://fortress.wa.gov>) to your trusted sites (for Internet Explorer)***.
- 3- TURN OFF "Pop Up Blocker" on your browser.
- 4- If you close your internet browser during your online submission, you will lose the information that you have entered and will have to start the process over.
- 5- DO NOT use the "BACK" button on your browser.
- 6- The online system accepts E-Check:
 - If you have an ACH debit block on your account, you must notify your financial institution. It may take your financial institution up to 2 days to remove the block from your account.
 - Washington State Department of Financial Institutions' Company Identification Number is G911443137.
- 7- * Indicates required field.

***- How to Setup trusted sites (for Internet Explorer):

- Copy this link "<https://fortress.wa.gov>".
- Click on Tools.
- Then Internet Options.
- On the Security tab, highlight Trusted Sites and click on the Sites button.
- In the field after "Add this website to the zone," paste <https://fortress.wa.gov> and then click on the Add button.
- Click on Close.
- Click on Apply and OK.
- Try launching <https://fortress.wa.gov/dfi/webapp/dfi/webapp/CreditUnionQuarterlyReport> again.

Next Page

3. Review the steps to pay the assessment then click on "Start" to begin the process.

Credit Union Semi-Annual Asset Assessment

The assessment fee is due between the 1st and the 23rd of the payment month - January/July.

Step 1: Provide your Charter Number.

Step 2: Validate that your assessment fee and filing information are correct and pay your assessment fee. If the information is not correct, contact us at (360)902-8701.

Step 3: Print and save your filing and payment receipt.

Start



Encryption Notice: The Department of Financial Institutions uses a secure server for processing online Credit Union Semi-Annual Asset Assessment transactions. Any transmitted data is encrypted as it is sent to or from your PC. This prevents it from being read by any unauthorized party while it is being sent over the Internet.

4. Enter the Charter number and hit “Search” to validate the entry, or “Cancel” to stop the payment process.
 - a. Click on “Cancel”

Credit Union Semi-Annual Asset Assessment

If you do not want to continue your reporting process, please close your browser.
Do you want to continue filing your assessment?

- b. Click on “Search”

Credit Union Semi-Annual Asset Assessment

Charter Number: *

Entity Name: **Boeing Employees**

- c. If the data is incorrect, search again. If your credit union name is not populating, please call the DCU Office at (360) 902-8701. Otherwise, click “Continue”.

5. Fill out required fields

Credit Union Semi-Annual Asset Assessment

Assessment Date: **6/30/2015**

1. Total assets (no decimal, Round down to nearest dollar) *

2. EQUALS: YOUR SEMI-ANNUAL ASSESSMENT

Prepared By *

Phone Number *

Enter Email Address *

Re-Enter Email Address *

*I confirm that the data reported are true, accurate, and complete.

- Fill out total assets (rounded down) and click “Calculate” to compute amount to pay.
- Fill out required fields.

- Hit “submit” to proceed the next step
- Hit “clear” to clear all fields in the form
- Hit “Cancel” to exit without complete the filing.
- Hit “Print” to print the screen for a record.

6. Display confirmation before send a filer to USBank for making payment

Credit Union Semi-Annual Asset Assessment

PAYMENT SCREEN

Amount Due: \$ 12,614.66

Payment For: Credit Union Semi-Annual Asset Assessment

DFI Reference Number: 3CUQR4686593439