



Borrowing Base Certificate Frequently Asked Questions

1. How often are online Borrowing Base Certificate (BBC) Forms required?

BBC Forms are required every calendar quarter, tied to the timing of members' regulatory call report preparation. Members can begin completing and submitting online BBC Forms shortly after the start of each new quarter. FHLB Des Moines permits its members to submit their forms within the first 45 days of each quarter.

2. What happens when online BBC forms are not submitted within the first 45 days of a calendar quarter?

Members who have previously pledged a loan collateral class with a BBC Form and have not submitted an updated online BBC Form within the first 45 days of a calendar quarter will begin receiving electronic reminders. The first reminder will be sent on Day 46. Members who have not submitted an updated BBC form by Day 56 of a calendar quarter will be notified that an updated BBC must be submitted by Day 60 in order to keep borrowing capacity for the collateral pledged under the outdated BBC form. Advance equivalency for collateral pledged under a BBC Form that has not been updated, will be removed on Day 61 of a calendar quarter.

3. Who can complete an online BBC Form?

Any individual authorized and established on eAdvantage to be a BBC User can prepare and submit online BBC Forms. See the 'How to Pledge and Release Collateral' section of the website for instructions on establishing an eAdvantage BBC User.

4. Should I state the BBC's amount entries in rounded or whole numbers?

Unlike the quarterly regulator's reports, all the amounts placed into the FHLB Des Moines BBC forms should be stated with all the digits through the last dollar. Amounts may still be rounded to the nearest thousand, but must be in the following acceptable formats:

- (1) \$60,251,123 Acceptable
- (2) \$60,251,000 Acceptable
- (3) \$60,251 **Not Acceptable**

5. After the form has been submitted to FHLB Des Moines, how soon will the update be shown on eAdvantage?

Members can check their collateral position within two hours of submission to view updated advance capacity.

6. How can I unpledge a type of collateral?

A previously pledged collateral BBC form can be un-pledged by entering \$0 in the beginning balance box of the BBC form for the collateral type to be removed (no other entries are necessary). The form will need to be 'certified' in order to send it to the FHLB Des Moines for processing. Once the form is processed, the collateral type will no longer appear in your advance equivalent value of collateral pledged.

7. How can I change the amount pledged for a type of collateral?

A previously pledged collateral BBC form can be changed by the customer by entering the revised/updated dollar amount in the beginning balance box (no other entries are necessary) of the BBC form for the collateral type to be removed (discontinued), and. The form will need to be 'certified' in order to send it to the FHLB Des Moines for processing. Once the form is processed, the updated advance equivalent value of the collateral type will then appear in your advance equivalent value of collateral pledged.

Once a quarter-end date has passed, updated amounts for the prior quarter-end are no longer allowed.

8. Who can I call if I have questions about online loan pledging?

The Collateral staff is available for questions from 8:00 AM until 4:30 PM Monday through Friday. Members can call 800.544.3452 ext. 5408 to speak to a collateral representative or send an email to advancecollateral@fhlbdm.com.