

**INSTRUCTIONS
SCHEDULE A
FINANCIAL INSTITUTIONS
LOCAL DEPOSITS SUMMARY REPORT**

Schedule A is a detailed breakdown of deposits located in each city and county.

1. Under column A enter the office number of each branch as it appears on the FDIC summary of deposits report. If multiple locations are combined enter all office numbers included.
2. Each branch of the bank that accepts deposits, including the main branch, should be listed under column B. If there are multiple branches within the same incorporated city limits, the deposits for these branches may be combined and reported on one line.
3. Under column C list the geographical location (street address or rural route) of each branch. If there are multiple branches within the city as referred to in item 2 above, use the address of the largest branch (in terms of total value of deposits) of the multiple branches.
4. Under column D list the incorporated city name of each branch location. If the branch is not located within the limits of a incorporated city, insert N/A in this column.
5. Under column E list the net deposits (gross deposits less deposits not subject to tax) for each city.
6. List the county name of each branch location in column F.
7. Under column G list net deposits (gross deposits less deposits not subject to tax) for each branch, for each county location. Entries in this column are necessary since some branches may be located within a county but not within incorporated city limits.
8. The total of column G should equal the net deposits reflected on line 17 of the Financial Institutions Local Deposits Summary Report, Revenue Form 62A863.

The completed return should be sent to:

**Department of Revenue
Office of Property Valuation
Personal Property Branch
501 High Street, Station 32
Frankfort, Kentucky 40620**

Go to www.revenue.ky.gov to download forms.