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IBM

General Information Manual
Personal Credit Loan Accounting

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Personal Credit Loan Accounting

PERSONAL CREDIT LOAN ACCOUNTING

Banks extend installment credit by financing purchases made through dealers and making loans to individuals for personal needs. Such loans are referred to as consumer credit, personal credit, installment loans, time sales, etc.

Generally, a Personal Credit Department grants loans directly to the borrower. Other types of loans represent the purchase of installment contracts or the financing of time sales contracts arising out of the sale of an article of merchandise or resulting from services performed, such as home improvement and modernization.

IBM Accounting is unique in its ability to satisfy all the requirements of Installment Loan Accounting. Regardless of the loan classification, specific advantages result from the adoption of the IBM method.

These include:

1. The automatic preparation of payment coupons.
2. The elimination of manual calculating, posting and other intermediate steps required for maintaining and controlling the accounting records.
3. The automatic preparation of accounting and analytical reports and statements from IBM cards primarily produced for maintaining individual account records.
4. The fast trial balancing of accounts on a regular semi-monthly basis - up to 9,000 accounts automatically totalled per hour.

This write-up describes the application of IBM Accounting to Personal Credit Loan Accounting in a bank having 47,000 loans. Other IBM Accounting installations for this type of application vary in volume from 6,000 to 450,000 loans.

NEW LOAN PROCEDURE

Liability Cards are key punched from the Loan Applications that are sent to the Accounting Machine Department each morning. (Exhibits 1 & 2)

7-BRANCH COPY
6-DEALER COPY
5-CUSTOMER COPY
4-CUSTOMER COPY
3-CO-MAKER COPY
2-PCD FILE
1-MACHINE DEPT. COPY

TELEPHONE
WHITE PLAINS
6-4000

THE COUNTY TRUST COMPANY
PERSONAL CREDIT DIVISION
WHITE PLAINS, N. Y.

MR. JOHN DOE
3821 POPLAR ST.
HARRISON N.Y.

AMOUNT OF NOTE	DISCOUNT	PROCEEDS	OLD LOAN BALANCE DUE	REBATE	NET OLD LOAN BALANCE DUE	NET PROCEEDS	DEALER RESERVE	NET TO DEALER	ACCOUNT NO. REFINANCED LOAN
1166.76	66.76	1100.00	1184.40	84.40	1100.00			7-60243	

F. H. A. INSURANCE

LOAN NUMBER	OFF.	DEALER	SEC	TERM	MATURITY	DATE F. P.	AMOUNT OF LOAN	F. P. DUE	DISCOUNT	AMOUNT REG. PYMT.	EMP. TYPE	LATE CHG. ALLOW.
02 07 69059	06	05	07	18	01 6 08		1166.76	01	66.76	64.82		15.00

PROCEEDS	PUR. POSE	DATE OF LOAN	DATE ISSUED	CHECK NO.
1100.00		06 16 54	6-16-	BRANCH

Exhibit 1

DOE J		2076905906				571801608				11667601		6676		6482		
NAME		DAY	TYPE	NUMBER	OFFICE	DEALER	SEC	TERM	MO.	YR.	MO.	YR.	AMOUNT OF LOAN	FIRST PAY	DISCOUNT	AMOUNT OF REGULAR PAYMENT
110000150		06	05	6164000												
PROCEEDS		ALLOWABLE LATE CHARGE	DATE OF LOAN	EMP. TYPE												
NAME												DATE PAID				
ADDRESS												CREDIT EXPERIENCE GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/>				
CO-MAKER												DATE REPOSSESSED				
ADDRESS												DATE CHARGED OFF AMT. CHARGED OFF				
REMARKS																
NAME												DATE OF LOAN				

P. C. D. LIABILITY CARD
IBM 789234

Exhibit 2

PERSONAL CREDIT COUPON BOOKS*

Coupon Books are made with the aid of Master Cards obtained by reproducing the following information from the Liability Cards.

Day of loan	Maturity month and year
Type of loan	Month and year first payment due
Loan number	Amount of loan
Term of loan	Amount of regular payment

The Master Cards are then fed through the reading unit and blank Coupon Cards through the punching unit of an Accumulating Reproducer. The term of loan (number of months) in the Master Card controls the number of Coupon Cards punched for each account. The Coupon Cards are punched with the due date, type of loan, account number and payment amount. The due date for each coupon and the payment amount of last coupon are automatically computed and punched.

After all books are punched they are interpreted. (Exhibit 5)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">MONTH 8</td> <td style="width: 33%; text-align: center;">DAY 2</td> <td style="width: 33%; text-align: center;">YEAR 5</td> </tr> </table>	MONTH 8	DAY 2	YEAR 5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">TYPE 7</td> <td style="width: 66%; text-align: center;">ACCOUNT NUMBER 69059</td> </tr> </table>	TYPE 7	ACCOUNT NUMBER 69059	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">MONTH 8</td> <td style="width: 33%; text-align: center;">DAY 2</td> <td style="width: 33%; text-align: center;">YEAR 5</td> </tr> </table>	MONTH 8	DAY 2	YEAR 5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DOLLARS</td> <td style="width: 50%;">CENTS</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">6482</td> </tr> <tr> <td colspan="2" style="text-align: center;">AMOUNT DUE</td> </tr> </table>	DOLLARS	CENTS	\$	6482	AMOUNT DUE			
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\$	6482																		
AMOUNT DUE																			
<p style="text-align: center;">DATE DUE</p> <p style="text-align: center;">PERSONAL CREDIT DEPARTMENT</p> <p style="font-size: small;">PLEASE KEEP YOUR RECORD OF PAYMENTS BY MAIL ON THIS STUB. PAYMENTS MADE IN PERSON WILL BE RECEIPTED BELOW.</p> <p>DATE PAID _____</p> <p>AMOUNT _____</p> <p>TELLER OR CHECK NO. _____</p>	<p><0> <0> <0></p> <p><1> <1> <1></p> <p><2> <2> <2></p> <p><3> <3> <3></p> <p><4> <4> <4></p> <p><5> <5> <5></p> <p><6> <6> <6></p> <p><7> <7> <7></p> <p><8> <8> <8></p> <p><9> <9> <9></p>	<p>PERSONAL CREDIT DEPARTMENT</p> <p>THE COUNTY TRUST COMPANY</p> <p>WHITE PLAINS, N. Y.</p> <p>IMPORTANT</p> <p style="font-size: x-small;">AS THIS COUPON IS YOUR ACCOUNTING RECORD TO INSURE PROPER CREDIT TO YOUR ACCOUNT, IT MUST ACCOMPANY EACH PAYMENT MADE. CARE SHOULD BE TAKEN TO REMIT THE EXACT AMOUNT SHOWN ON THIS COUPON.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">FOR OFFICE USE ONLY</td> </tr> <tr> <td style="width: 50%; text-align: center;">PAYMENT</td> <td style="width: 50%; text-align: center;">LATE CHARGE</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> </tr> </table>	FOR OFFICE USE ONLY		PAYMENT	LATE CHARGE	TOTAL											
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TOTAL																			
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50	64	67	71	LATE	75	AMOUNT	80												
MO.	DAY	YEAR	TYPE	ACCOUNT NO.	CHARGE	AMOUNT	80												

Exhibit 5

The books are then totaled on an Accounting Machine. This is a zero balancing proof. The Master Cards are then removed and destroyed and a change of Address Card inserted to complete each book.

*Where the volume of loans doesn't justify the use of an Accumulating Reproducer the preparation of Coupon Books can be accomplished with a standard Reproducing Punch.

The next step is to tear off the perforated end of the cards and insert the books into covers. As the books are inserted they are sight checked for account number to be certain that only the stubs for one book are placed in the cover. After the coupons have been inserted in the covers, they are stapled together. (Exhibit 6)

The
COUNTY TRUST
Company

MAIN OFFICE: 235 Main St.
PERSONAL CREDIT DIV.: 130 Main St., White Plains

IMPORTANT INSTRUCTIONS
INSIDE FRONT COVER

DO NOT MAIL THIS BOOK

WESTCHESTER COUNTY

24 offices in 17 communities

Craton Hudson, Mt. Kisco, Bedford, Ossining, Briarcliff Manor, Pleasantville, Tarrytown, White Plains, Hartsdale, Port Chester, Hastings-on-Hudson, Mamaroneck, Larchmont, Tonawanda, Westwood, Mt. Vernon

Exhibit 6

The books are then checked for account number and the date of first payment against a copy of the Loan Application, before mailing book to borrower.

PAYMENT PROCESSING

Regular payment coupons, broken into blocks with a tape listing for each block, are forwarded to the Accounting Machine Department by the Transit Department each morning.

Irregular payment coupons (paid-outs, adjustments, etc.) are received each morning from the Personal Credit Department accompanied by a proof sheet showing the total of all irregular payments.

The processing of payments is as follows:

Each block is given a number. This number is emitted into the Search Cards made for the group.

The payment remittance coupons are reproduced into standard size cards (Search Cards) with the following information:

Account type and number
Amount of payment
Block number
Late charge, if any

Late charges are mark sensed on payment coupons by tellers.

The Search Cards are then interpreted and listed by blocks on an Accounting Machine and each block proved to the control listings provided by the Transit and Personal Credit Departments.

All Balance Cards for accounts on which an irregular payment is made are manually pulled from the files and the amount of payment punched in them. The Balance Cards are then listed on an Accounting Machine and proved to control sheet.

The Search Cards are sorted to pull accounts being charged with a late charge. The Balance Cards for these accounts are manually pulled from the file and the amount of late charge punched in them.

All Search Cards are sorted into account number and type sequence and processed through a Collator to pull multiple payments. The cards are then totaled on an Accounting Machine by type to provide a spread sheet for bookkeeping controls.

All Search Cards (except multiples) are matched against delinquent file on a Collator. All rejected cards from this step are now matched against the current balance file on a Collator.

Multiple payments are pulled out of matched delinquent and current Balance Cards and the amount of multiple payment punched in the Balance Cards.

All Balance Cards (current, delinquent, and multiple payment accounts) are merged together by type and account number and processed through a Calculating Punch. During this operation the new balance and new month due are computed and punched. The date of payment is emitted and punched.

The cards are then reproduced into a set of new Balance Cards with the following information:

- | | |
|---------------------------------|---------------------------|
| Name of borrower | Term of loan |
| Loan day, type, and loan number | Maturity date |
| Branch office number | Date next payment due |
| Dealer number | New present balance |
| Security code | Amount of regular payment |

The old Balance Cards are then listed on Payment Journal (Exhibit 7) which is given to the Bookkeeping Department for proving.

PERSONAL CREDIT DEPARTMENT										PAYMENT JOURNAL					THE COUNTY TRUST CO.							
NAME	LOAN NUMBER			OFF.	DEALER	U S	MATURITY		DUE DATE		PRESENT BALANCE	TERM	AMOUNT OF REGULAR PAYMENT	PAY NO. DUE	AMOUNT OF IRREGULAR PAYT	PAY IS REC.	NEW PAY NO. DUE	LATE CHARGE	NEW BALANCE	DATE PAID		
	DAY	TYPE	NUMBER				MO.	YR.	MO.	YR.										MO.	DAY	YR.
BROMFIELD R	22	024	7006		22	07	4	06	4	5606	15	2803						2803	6	21		
DAVIDSON H	14	024	7251		64	05	5	06	4	8100	24	6750						74250	6	21		
GRACE M	19	025	1020		12	08	4	06	4	3906	12	1302						2604	6	21		
EASTLAND H	24	025	2429		22	09	4	06	4	13888	12	3472						10416	6	21		
GREENFIELD J	15	025	4240		22	11	4	06	4	15624	12	2604						13020	6	21		
JENKINS T	12	025	56031		1005	4	01	6	06	90000	24	4500						85500	6	21		
										210024		21431						188593				

Exhibit 7

Zero balance cards are pulled from the new Balance Cards by the Collator. These are listed on Payment Journal which is sent to the Personal Credit Department.

The paid out cards are merged into the paid out file. The remaining new Balance Cards are merged back into the current balance file.

The old Balance Cards and paid out file are listed every 3 months on two-part forms. One copy is furnished to Personal Credit Department and one copy remains in the Accounting Machine Department. The cards are destroyed. This listing replaces the conventional ledger card.

***REBATES**

Rebate tickets are sent to the Accounting Machine Department at the end of each month. They are broken down into groups with a tape listing of each group showing the total number of rebates for that particular group.

The Rebate Tickets are key punched into cards with the following information:

Type and account number	Discount
Maturity month and year	Amount of rebate
Face amount	Number of months anticipated
	Date

The groups are listed on an Accounting Machine for proof to the tape totals and to the general ledger total. The cards are then sorted by type and number of months anticipated.

A total is taken for each type and a final total of all types at the end of the report. This final total is balanced against the general ledger total.

This report is furnished to the Personal Credit Department.

The Rebate Cards are filed for use in the preparation of Accrual Report.

*(Whenever a note is liquidated before maturity with the lender's consent.)

INTEREST ACCRUALS

New Loan Cards, Rebate Cards and Accrual Summary Cards from previous month are used in preparing the Interest Accrual Report.

The new Loan Cards are totaled and the total of the discount proved to a control maintained by the Personal Credit Department. The Rebate Cards are totaled and proved to the general ledger figure.

The new loans are broken into groups by type, as follows:

- Group I Single Name, Co-maker, Employee
- II Merchandise
- III Auto Retail
- IV Purchase Plans, etc.
- V Equipment
- VI F.H.A.
- VII Modernization
- VIII Insurance

The new Loan Cards are reproduced into working cards with the following information:

- Loan number
- Maturity date
- Amount of loan
- Group number (gang punched)

The Rebate Cards are sorted into the foregoing groups and reproduced by group into working cards with the following information:

- Loan number
- Maturity date
- Amount of rebate
- Group number (gang punched)

The Balance Cards from the previous month are reproduced into working cards with the following information:

- Type of loan
- Maturity date
- New balance

The reproduced new Loan, Rebate and Balance Cards are combined by groups:

1. Balance cards
2. New loan cards
3. Rebates

and sorted to maturity date.

A detailed listing is prepared and a new Interest Accrual Balance Card summary punched for each maturity month. The Summary Cards are proved

by crossfooting (starting balance - rebates + new loans = new balance). The Summary Cards are then sorted to maturity date.

A set of Factor Cards punched with maturity date, months to maturity, and factor are provided for the calculation of interest. Each Factor Card corresponding to the maturity date of the Summary Card is pulled and placed in front of it. The factor and months to maturity are now gang punched into the Summary Cards.

The Factor Cards are sorted out of the deck and the Summary Cards processed through a Calculating Punch for the calculation of interest. The Summary Cards are then sorted to group and processed on an Accounting Machine for the preparation of Interest Accrual Report. (Exhibit 8)

A proof is established by totaling all summary cards at the end of report and crossfooting totals.

Copies of the report are furnished to Personal Credit Department and Auditor and one copy is retained by the Accounting Machine Department. All detail cards used in operation are discarded. The new summary cards are retained for next month's report.

INTEREST ACCRUALS											
DATE	GROUP	MATURITY DATE	MONTHS TO MATURITY	OLD BALANCE	REBATES	NEW LOANS	BALANCE	FACTOR	EARNINGS THIS MONTH	NEW BALANCE	MONTHS TO MATURITY
330	1	44	1	5432	1039		4393	100000	4393		
330	1	54	2	24628	2241	400	22787	66667	15191	7596	1
330	1	64	3	61605	12757	513	49361	50000	24681	24680	2
330	1	74	4	109856	2666	292	107482	40000	42993	64489	3
330	1	84	5	141455	4887		136568	33333	45522	91046	4
330	1	94	6	216829	13402	18722	222149	28571	63470	158679	5
330	1	104	7	325920	18866	21881	328935	25000	22234	246701	6
330	1	114	8	385625	13726	1976	373875	22222	83083	290792	7
330	1	124	9	441970	15598	1002	427374	20000	85475	341899	8
330	1	15	10	530698	18567	2470	514601	18182	93565	421036	9
330	1	25	11	684698	27028	5754	663424	16667	110573	552851	10
330	1	35	12	831167	22348	216872	1025699	15385	157804	867895	11
330	1	45	13	824642	21233	136419	939828	14286	134264	805564	12
330	1	55	14	1146778	29376		1117402	13333	148983	968419	13
330	1	65	15	1147132	34329	63748	1176551	12500	147069	1029482	14
330	1	75	16	1313300	25412	54232	1342120	11765	157900	1184220	15
330	1	85	17	1262623	12017	8587	1259193	11111	139909	1119284	16
330	1	95	18	1211612	23149	383641	1572104	10526	165480	1406624	17
330	1	105	19	1411423	26345	167358	1572436	10000	157244	1415192	18
330	1	115	20	1226920	16194	20520	1231246	9523	117252	1113994	19
330	1	125	21	1565302	20731		1544571	9090	140402	1404169	20
330	1	16	22	999253	4616		994637	8695	86484	908153	21
330	1	26	23	1470620	3266	32685	1500039	8333	124998	1375041	22
330	1	36	24	683967	58280	1928097	2553784	8000	204303	2349481	23
				18023455	428065	3085169	20680559		2533272	18147287	

Exhibit 8

DELINQUENT LOANS

The Balance Card files for all loans are maintained in two sections -

1. Current balance file
2. Delinquent balance file

The delinquent balance file is increased once every 10 days by processing the current file through a Collator and pulling those accounts that are not paid to date. Those cards selected are put into the delinquent file after they have been reproduced column for column into pink striped Delinquent Cards and interpreted. The selected Balance Cards from the current file are destroyed after being used to reproduce the Delinquent Cards.

First, second, and last notices are made up from the delinquent balance file. The selection of the accounts due for first, second, and last notice is accomplished on the Sorter by selecting on next payment due date.

The first notice of delinquency is mailed out after the account is 10 days past due. Second notification is made 20 days after due date; the last notice is mailed 27 days after due date.

Accounts selected for first notice are processed through an Accounting Machine for the preparation of Delinquent Notices (Exhibit 9). After screening the balances of these accounts against the amount of regular payment, checking for short balances, the notices are sent to the Personal Credit Department for typing the address, adding the late charge, and mailing.

DEMAND:																													
FINAL NOTICE																													
PERSONAL CREDIT DIVISION	THE COUNTY TRUST COMPANY <i>"Westchester's Bank"</i>	WHITE PLAINS 6-4000																											
<p>ACCORDING TO OUR RECORDS, A PAYMENT IS NOW PAST DUE ON YOUR LOAN. WE ASSUME THAT THIS IS AN OVERSIGHT ON YOUR PART AND ACCORDINGLY WE WILL EXPECT YOUR REMITTANCE BY RETURN MAIL. PLEASE DISREGARD THIS NOTICE IF PAYMENT HAS BEEN REMITTED.</p>																													
CUSTOMER DOE J	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">TYPE</th> <th rowspan="2">ACCOUNT NUMBER</th> <th rowspan="2">AMOUNT PAST DUE</th> <th colspan="3">DATE DUE</th> </tr> <tr> <th>MO.</th> <th>DAY</th> <th>YR.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">65059</td> <td style="text-align: center;">6482</td> <td style="text-align: center;">9</td> <td style="text-align: center;">04</td> <td></td> </tr> <tr> <td colspan="2">LATE CHARGE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL AMOUNT DUE</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	TYPE	ACCOUNT NUMBER	AMOUNT PAST DUE	DATE DUE			MO.	DAY	YR.	7	65059	6482	9	04		LATE CHARGE						TOTAL AMOUNT DUE						
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		MO.	DAY	YR.																									
7	65059	6482	9	04																									
LATE CHARGE																													
TOTAL AMOUNT DUE																													

Exhibit 9

Accounts selected for second and last notices are run on an Accounting Machine to prepare a listing which is forwarded to the Delinquent Loan Section who pull and mail the respective notices.

All Delinquent Cards used in the preparation of notices are merged back into the delinquent balance file.

TRIAL BALANCE

At the middle and the close of the month, the current and delinquent Balance Cards are totaled by type of loan and balanced with the Loan Department controls.

PERSONAL CREDIT DEPARTMENT MONTHLY REPORTS

There are nine monthly reports required by the Personal Credit, Auditing, and Cost Analysis Departments.

DELINQUENT REPORT

The delinquent report (Exhibit 10) is used by the Delinquent Loan Section. Its main purpose is information for the various reports prepared by this section. It is also used to a great extent for follow-up purposes on delinquent loans.

This report is prepared from the delinquent balance file. The cards in this file are sorted to date payment is due, which arranges them into the following categories: 30 to 44 days delinquent; 45 to 59 days delinquent; 60 to 89 days delinquent; and 90 days and over delinquent.

One copy is sent to the Delinquent Loan Section. All the cards used for the report are then sorted to account number and merged back into the delinquent balance file.

PERSONAL CREDIT DEPARTMENT										THE COUNTY TRUST CO.								
NAME	LOAN NUMBER		OFF.	DEALER	Maturity	DUE DATE	PRESENT BALANCE	TERM	AMOUNT OF REGULAR PAYMENT	PAY NO. DUE	AMOUNT OF IRREGULAR PAYT	PAY NO.	PAY NO. DUE	LATE CHARGE	NEW BALANCE	DATE PAID		
	DAY	TYPE														NUMBER	NO.	MO.
ANTHONY W	1663	11184		6081	10	03	31744	36	3968				1					
GREEN F	5631	19411			103	03	10519	12	10527				1					
LANE L	2663	13754		6141	103	03	15179	36	1087				1					
FRANK N	1063	10329		6901	102	03	1587	30	1651				1					
CLARK F G	2863	12630		6141	105	03	2821	30	714				1					
BRADY F	1163	24706			111	03	108129	36	3178				1					
HANTMAN M	2863	10701		7281	102	03	1419	30	1599				1					
MORGAN T	1631	10076			101	03	45024	30	7504				1					
OLDHAM F	2763	26132			104	03	29806	15	2129				1					
PORTER R	2563	10472		6141	102	03	1339	30	1389				1					
OLSON E	1663	14200		6901	104	03	40962	36	2556				1					
SEEDMAN M	1631	10991		7381	110	03	25690	36	2955				1					
THOMPSON W	2696	1057			10	03	34755	36	3163				1					
SMITH H B	696	1012			1	03	18751	30	3752				1					
ROCKMORE E	296	1022			2	03	6046	30	3040				1					
POLK R B	596	1002			12	03	8737	30	4391				1					
MYERS WM H	1797	4444			7	03	8886	18	8897				1					
LORIMER A C	1897	4375			6	03	26473	18	8544				1					
LOTHROP Z	1599	531			8	03	28080	24	4680				1					
							445997		75724									

Exhibit 10

PERSONAL CREDIT DEPARTMENT										THE COUNTY TRUST CO.									
NAME	LOAN NUMBER		OFF.	DEALER	U S	MATURITY MO. YR.	DUE DATE MO. YR.	PRESENT BALANCE	TERM	AMOUNT OF REGULAR PAYMENT	PAY NO. DUE	AMOUNT OF IRREGULAR PAY'T	PAY'TS REC.	NEW PAY NO DUE	LATE CHARGE	NEW BALANCE	DATE PAID		
	DAY	TYPE															NUMBER	MO.	DAY
KIRBY M B	2309	38164		6107	07	07	9000	24	9000				1						
GOODMAN P	5093	7328		6107	07	07	9356	24	9356				1						
PAIGE R	4093	7455		5107	07	07	7017	24	7017				1						
MAHER J F	1209	37843		6107	07	07	8255	24	8255				1						
							33628		33628										
FENTON L K	1009	37889		6207	07	07	9000	24	9000				1						
FARMER T D	1009	37815		6207	07	07	9000	24	9000				1						
DOUGLAS H A	8093	6647		6208	07	07	15300	24	7650				1						
							33300		25650										
CAMPE E F	7093	8210		7608	07	07	21600	24	10800				1						
STEVENS R L	2309	38254		6607	07	07	9000	24	9000				1						
PAIGN G	1709	38096		2607	07	07	8100	24	8100				1						
ASKEW D C	2093	7361		6607	07	07	7200	24	7200				1						
ROGERS A J	2109	37806		6610	07	07	28800	24	7200				1						
							74700		42300										
	252868			12			141628		101578										

Exhibit 12

VOLUME REPORT BY OFFICE

This report is used by the Cost Analysis Department to give credit to the branches for loans originating in their branch. The report is prepared by first sorting all the new Loan Cards for the month into branch order. The cards are then totaled by branch code. (Exhibit 13) A single copy of report is furnished to the Cost Analysis Department.

VOLUME REPORT BY OFFICE						
OFFICE NUMBER	NO. OF LOANS	AMOUNT OF NOTES		DISCOUNT		PROCEEDS
1	2	3 9 5 8	3 2	2 8 3	3 2	3 6 7 5 0 0
2	7	4 4 1 6	9 0	4 1 6	9 0	4 0 0 0 0 0
3	1 9	9 5 8 3	5 8	8 4 5	4 5	8 7 3 8 1 3
4	8	3 9 4 8	8 4	2 9 3	4 5	3 6 5 5 3 9
5	3	5 2 5 4	8 0	3 8 9	3 5	4 8 6 5 4 5
	3 9 *	2 7 1 6 2	4 4 *	2 2 2 8	4 7 *	2 4 9 3 3 9 7 *

Exhibit 13

SIZE OF LOAN REPORT

This report is used by the Personal Credit Department to furnish information for the New York State Banking Department. The report is prepared by sorting the new Loan Cards for the month to size of loan code and totaling the cards by size of loan. (Exhibit 14)

A single copy of the report is furnished to the Personal Credit Department.

PERSONAL CREDIT DEPARTMENT										THE COUNTY TRUST CO.										
SIZE OF LOAN CODE	LOAN NUMBER			OFF	NO. OF LOANS	U. S. M. NO.	MATURITY NO.	FIRST PAY. DUE NO.	FIRST PAY. DUE YR.	AMOUNT OF NOTE	TERM	DISCOUNT	FIRST PAY. DUE	AMOUNT OF REGULAR PAYMENT	ALLOWABLE LATE CHARGE	EMPLOYMENT TYPE	PROCEEDS	DATE OF LOAN		
	DAY	TYPE	NUMBER															MO.	DAY	YR.
1					1 2					6 4 5 2 4 8		5 5 3 4 9					5 8 9 8 1 9 9			
2					7					7 7 9 6 1 6		6 7 1 1 6					7 1 2 5 1 0 0			
3					7					2 4 9 3 0 0		2 0 3 8 6					2 2 8 9 1 4			
4					5					1 9 2 1 8 6		1 6 6 4 7					1 7 5 5 3 9			
										1 8 6 6 3 5 0		1 5 9 4 9 8					1 7 0 6 8 5 2			

Exhibit 14

DEALERS' RESERVE REPORT

The dealers' reserve report is used by the Personal Credit Department to issue monthly checks to dealers and analyze loans by dealer.

The new Loan Cards are sorted by plan and dealer code and listed by dealer code on new Loan Journal form. One copy of report is furnished to the Personal Credit Department. (Exhibit 17)

All new Loan Cards used in preparing these reports are returned to new loan files when reports are completed.

PERSONAL CREDIT DEPARTMENT			NEW LOAN JOURNAL										THE COUNTY TRUST CO.						
NAME	LOAN NUMBER		OFF	DEALER	U M	M D	Y R	F I R S T P A Y M E N T D A T E	AMOUNT OF NOTE	TERM	DISCOUNT	FIRST PAYM ENT	AMOUNT OF REGULAR PAYMENT	ALLOWABLE LATE CHARGE	EMPLOYMENT TYPE	PROCEEDS	DATE OF LOAN		
	DAY	TYPE															NUMBER	NO.	DAY
BURNS A	167628893			6031	1	067	074	155232	36	20232		4312		769	135000	6014			
								155232		20232		4312		135000					
EKELAND G	17628337			6251	1	105	114	53688	16	3688		4474		779	50000	6024			
								53688		3688		4474		50000					
COOLIDGE P	227628698			6401	1	067	074	59796	36	7796		1661		963	52000	6074			
								59796		7796		1661		52000					
GREENBERG B	177629262			6511	1	069	074	70200	60	13900		1170		766	56300	6024			
								70200		13900		1170		56300					
LITTLE T	177629433			6601	1	065	074	34416	12	1716		2868		429	32700	6024			
								136944	36	17844		3804		469	119100	6044			
NESBIT L	177628530			6601	1	067	074	26316	12	1316		2193		466	25000	6044			
								197676		20876		8865		176800					
FOLEY L	197628711			6601	1	065	074	197676		20876		8865			176800				
HOUGHTMAN R	197628847			6891	1	069	074	36180	60	7180		603		368	29000	6044			
								36180		7180		603		29000					
FRIEDRICH L	17628492			6991	1	107	114	35172	36	5172		977		566	30000	6084			
								106930	36	13930		3145		567	93000	6014			
GRACE W	17628937			6991	1	067	094	142102		19102		4122			123000				
MORHAN R	187628625			7151	1	069	074	61440	60	12140		1024		567	49300	6034			
								16416	24	1816		684		765	14600	6084			
MICKELL E	17627200			7151	1	106	114	36360	36	5360		1010		365	31000	5284			
								114216		19316		2718		94900					
DILLOM J	17628998			7151	1	107	114	114216		19316		2718			94900				
ROSARIO H	17628345			7221	1	067	074	106200	36	16200		2950		929	90000	6014			
								106200		16200		2950		90000					
NORRIS R	17629213			7291	1	107	114	82116	40	12116		2281		359	70000	6024			
								82116		12116		2281		70000					
MAXWELL E	17629345			7421	1	107	114	33300	40	4900		925		869	28400	6034			
								41400	40	6100		1150		469	35300	6034			
GRUBER M	17629348			7421	1	107	114	42670	36	5370		1255		369	37300	6034			
								117370		16370		3330		101000					
LYNCH F	37629239			7421	1	067	094	42670	36	5370		1255		369	37300	6034			
								117370		16370		3330		101000					
PLATT E	17628681			7461	1	107	114	35208	40	4208		978		815	31000	6024			
								35208		4208		978		31000					
								1169984		160984				1009000					

Exhibit 17

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