

September, 1997

SUPPLEMENTAL INSTRUCTIONS  
for  
DISCLOSURE OF NATURE OF INFORMATION  
FROM A THIRD PARTY OTHER THAN A CRA

WBA(FCRA) 1-615(b) (8/1/97)

Except as modified by these Supplemental Instructions, the existing instructions to this form continue to be applicable. This form was revised to comply with the Fair Credit Reporting Act ("FCRA") amendments effective September 30, 1997. **Banks should begin using the new form by September 30, 1997.**

Under the FCRA, whenever consumer credit (personal, family or household) is denied or the charge for such credit is increased because of information obtained from a person other than a consumer reporting agency and the information bears on the consumer's creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, the user of such information must disclose to the consumer that it used such information, the right of the consumer to make a written request for the reasons for adverse action, and the nature of the information. Use this form to make these required disclosures.

The form includes disclosures regarding the uses of information obtained by the user's affiliates. If the user takes adverse action based on information provided by an affiliate (other than a consumer report), the user of such information must first notify the consumer of the action, including the statement that the consumer may obtain a disclosure of the nature of the information within 30 days if the consumer submits a written request for the information within 60 days of having received the notice of adverse action. Upon the consumer's written request, the user must disclose the nature of the information to the consumer. This requirement applies to adverse actions taken in connection with consumer credit, insurance transactions and in employment matters.

This form was also revised to include a date line and space for the name and address of the user of the information. The "very truly yours" portion of the form was replaced by a standard signature line.

This form is made available as a model form. Users may use the form with their own letterhead.