



# COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

## Webinar – On-Demand Web Link

### Step-by-Step SAR Completion: Dos & Don'ts

Tuesday, September 26, 2017

2 - 3:30 p.m.

Last year more than 958,000 suspicious activity reports (SARs) were filed by financial institutions! Your institution is required by FinCEN to file SARs that are complete, thorough, and timely. But in a form with 98 fields and an open narrative, getting it right can be overwhelming. This session reviews how to properly complete a SAR and make it an effective vehicle for delivering information to law enforcement. It addresses how to write a quality SAR narrative and detail procedures and best practices for determining when to file, how to complete the form, and what to do after filing. Don't miss this jam-packed session!

#### HIGHLIGHTS

- The escalation process expected by the examiners in identifying, investigating, and reporting suspicious activity
- Review of the field-by-field requirements
- Writing an effective SAR narrative
- Proper SAR completion for hot button areas: elder abuse, cyber fraud, and human trafficking
- Procedures for SAR filing on continuing activity
- Best practices for board reporting

#### TAKE-AWAY TOOLKIT

- SAR completion procedures
- Frequently asked questions on suspicious activity reports
- Suspicious incident report
- Red flags for training of your staff
- Sample language for SAR escalation procedures
- Employee training log
- Quiz you can administer to measure staff learning and a separate answer key

#### DON'T MISS THIS RELATED WEBINAR!

**Creating an Effective Suspicious Activity Program: Efficiency, Examinations & Fraud on Wednesday, July 19, 2017**

**Attendance verification for CE credits provided upon request.**

#### WHO SHOULD ATTEND?

This seminar is designed for BSA officers, compliance officers, security officers, and anyone responsible for managing your BSA/AML program.

#### ABOUT THE PRESENTER

**Dawn Kincaid, Brode Consulting Services, Inc.**, began her banking career while attending Ohio State University. She has 16 years' experience in client service, operations, information technology, administrative and board relations, marketing, and compliance. Most recently Kincaid served as the senior vice president of operations for a central-Ohio-based community bank, where she created and refined policies and procedures, conducted self-audits and risk assessments, and organized implementation of new products and services. Kincaid has served in the roles of Compliance, BSA/AML, CRA, Privacy, and Security Officer. She has led training initiatives, prepared due diligence information, completed a variety of regulatory applications, and coordinated internal and external audits and exams.

#### THREE REGISTRATION OPTIONS

##### 1. LIVE WEBINAR

The live webinar option allows you to have one telephone connection for the audio portion and one Internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at [www.adobe.com](http://www.adobe.com).

##### 2. ON-DEMAND WEB LINK\*\*

Can't attend the live webinar? The ON-DEMAND WEB LINK\*\* is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

##### 3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK\*\*

Includes options 1 and 2 above.

**NEW! Listen to the on-demand web link on your iPad, iPhone, or Android. Instructions are emailed to you with the on-demand link.**

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**AFFORDABLE TRAINING, WHEN AND WHERE YOU CHOOSE.**

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# REGISTRATION FORM

**Step-by-Step SAR Completion: Dos & Don'ts Telephone/Webcast**  
**Tuesday, September 26, 2017 2 - 3:30 p.m.**

**Choose Your Training Option:**

Purchase (Check one)	Training Options <i>(Registration includes one location hook-up)</i>	CBAI Member	Prospective-Member*
	Live Webinar	\$275	\$475
	On-Demand Link**	\$275	\$475
	<b>Special Pricing</b> for Live Webinar & <b>On-Demand Link</b>	\$375	\$575

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