

# Instructions for using the Privacy Notice Online Form Builder

1. Select your form, based on (1) whether you provide an opt out , (2) whether you include affiliate marketing, and (3) whether you use a mail-back form:

If you provide an opt out and you want to include affiliate marketing, use [Form 1](#).

If you provide an opt out and you do not want to include affiliate marketing, use [Form 2](#).

If you do not provide an opt out and you want to include affiliate marketing, use [Form 3](#).

If you do not provide an opt out and you do not want to include affiliate marketing, use [Form 4](#).

If you provide an opt out, you want to include affiliate marketing, and you have a mail-back form, use [Form 5](#).

If you provide an opt out, you do not want to include affiliate marketing, and you have a mail-back form, use [Form 6](#).

2. The PDF forms have fillable areas, indicated by the shaded boxes outlined in red. Place your cursor in the box and fill in the appropriate text.

The mail-back forms also include shaded boxes for optional text. These forms are designed to be printed on 8½ x 14 inch paper. To create the square for the opt-out provisions in the mail back form, use the square bracket and underline keys, followed by the text as provided in the rule. For example:

Do not share my personal information with nonaffiliates to market their products and services to me.

To learn more about the required text for each section, see the final rule notice published in the *Federal Register* on December 1, 2009 (pp. 62890–62994). The notice is available in PDF format at [www.ftc.gov/privacy/privacyinitiatives/PrivacyModelForm\\_FR.pdf](http://www.ftc.gov/privacy/privacyinitiatives/PrivacyModelForm_FR.pdf) or in HTML format at [www.gpo.gov/fdsys/pkg/FR-2009-12-01/html/E9-27882.htm](http://www.gpo.gov/fdsys/pkg/FR-2009-12-01/html/E9-27882.htm).

For institutions supervised by the following agencies, information required to fill in the forms is detailed beginning on the *Federal Register* page number specified below:

<u>Supervising Agency</u>	<u>Page</u>
Office of the Comptroller of the Currency	62916
Federal Reserve System	62925
Federal Deposit Insurance Corporation	62935
Office of Thrift Supervision	62945
National Credit Union Administration	62955
Federal Trade Commission	62965
Commodity Futures Trading Commission	62974
Securities and Exchange Commission	62984

3. If you have questions about the forms or any of the information required to fill in the designated areas, contact your federal regulator listed on p. 62890 of the *Federal Register* Notice.

4. If you have technical problems accessing these forms, please use the [Contact Us](#) link at the bottom of the page. Please provide a phone number where we can reach you.

[http://www.federalreserve.gov/bankinfo/reg/privacy\\_notice\\_instructions.pdf](http://www.federalreserve.gov/bankinfo/reg/privacy_notice_instructions.pdf)

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