

## **Tips for Accurate and Timely Reporting of the Annual Report of Bank Holding Companies (FR Y-6)**

*The following are reminders to assist with the preparation of the FR Y-6 report and are not intended to replace the FR Y-6 instructions.*

### **REPORTING DEADLINE**

The completed FR Y-6 must be received by the Federal Reserve Bank of Richmond no later than 90 calendar days after the top-tier bank holding company's fiscal year end. The report is due by 5:00 P.M. on the submission date.

The submission should include an original and two copies of the cover page and related attachments.

#### **The reporting deadlines are as follows:**

Fiscal year end **1231 (2011 report)** is due no later than **March 30, 2012**

Fiscal year end **0331 (2012 report)** is due no later than **June 29, 2012**

Fiscal year end **0630 (2012 report)** is due no later than **September 28, 2012**

Fiscal year end **0930 (2012 report)** is due no later than **December 29, 2012**

Fiscal year end **1031 (2012 report)** is due no later than **January 29, 2012**

The FR-Y 6 is not eligible for electronic submission. For the report to be considered a timely submission, the first class postmark can be no later than the third calendar day preceding the submission deadline. If an overnight delivery is preferred, the completed report must be placed in an overnight delivery system one day prior to the deadline. (*See pages GEN 1 & 2 in the FR Y-6 instructions for additional information about timely mailings and postmarks.*)

*Please note: a facsimile transmission is not accepted as an official copy.*

### **MAILING ADDRESSES**

#### **First Class mail delivery:**

Federal Reserve Bank of Richmond  
Statistics Department – 18<sup>th</sup> FL  
Attn: Becky Olive  
P.O. Box 27622  
Richmond, Virginia 23261

#### **Overnight delivery:**

Federal Reserve Bank of Richmond  
Statistics Department – 18<sup>th</sup> FL  
Attn: Becky Olive  
701 East Byrd Street  
Richmond, Virginia 23219

### **REPORT TIPS**

#### **Cover Page**

Please ensure the cover page is included and is signed by an authorized person that is *both a director and senior official* of the top-tier bank holding company. In the event the top-tier bank holding company does not have an individual that is both a director and senior official then the *chairman of the board* must sign the report.

ALL Fifth District reporters, including those not registered with the SEC, should complete the question on the status of the Annual Report to Shareholders.

*Note: At the request of the FRB Richmond's Supervision, Regulation & Credit Department, please provide three copies of your Annual Report to Shareholders. If the document is not prepared by your organization, please provide three copies of your comparative financial statements.*

Also, respond to whether confidential treatment is requested for any portion of the submission. *If confidential treatment is requested, follow the steps outlined in the instructions on page GEN 2 & 3.*

**\*\*Helpful Hint\*\* - Appendices at the end of the Report Instructions provide an easy format to use to report Items 2, 3, and 4.**

#### **Item 2a Organization Chart**

This item should contain the full legal name for each entity under the Bank Holding Company organizational structure. As you prepare the organization chart, you might find it helpful to review a current tiering report for accuracy and completeness. Tiering reports are available via the FR Y-10 Online application at:

<https://y10online.federalreserve.gov/Y10Web/showY10Login.do>

or by accessing the National Information Center website at:

<http://www.ffiec.gov/nicpubweb/nicweb/nichome.aspx>

Most discrepancies that are discovered between the tiering report and your institution's organizational structure should be corrected with the submission of the Report of Changes in Organizational Structure (FR Y-10). In some instances, there may be additional companies on a reporter's FR Y-6 organizational chart that are not reportable on a FR Y-10 report. *Please see the instructions GEN-5 "Additional Companies Reportable on the FR Y-6" for more information.*

#### **Item 2b Domestic Branch Listing**

A list of domestic branches for each depository institution within your organization is available for download at the following website.

<http://structurelists.federalreserve.gov>

**\*\*IMPORTANT\*\* - Only provide the information that is requested in the instructions for report Items 3 & 4. Do not provide personally identifiable information such as street addresses or social security numbers.**

#### **Item 3 Securities holders**

Both sections must be completed. If part two is not applicable, please provide a response of "None" in the appropriate section.

#### **Item 4 Insiders**

This section contains eight parts and each part must be addressed. If not applicable, please provide a response of "N/A."