



THE FEDERAL RESERVE BANK OF RICHMOND

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Statistics and Reserve Accounts Department

July 12, 2016

To the Fifth District Holding Company Addressed:

The following forms and instructions for June 30, 2016 reporting are available on the Federal Reserve Bank of Richmond's website, http://www.richmondfed.org/banking/reporting_forms/, under "All Forms."

- Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates (**FR Y-8**)
- Parent Company Only Financial Statements for Small Holding Companies (**FR Y-9SP**)

The filing deadline for the June 30, 2016 FR Y-8 report is 5:00 PM on August 1, 2016. The filing deadline for the June 30, 2016 FR Y-9SP report is 5:00 PM on August 15, 2016. For all other due dates, please refer to the deadlines posted to the Fifth District's website (see link above) under "Latest Updates". Compliance with reporting deadlines will continue to be monitored closely for all required regulatory reports.

The reporting date on these forms has been changed to June 30, 2016. No other changes were made to the FR Y-8, and FR Y-9SP reporting forms. There were no changes to the reporting instructions for the FR Y-8 or FR Y-9SP reports.

The Federal Reserve publishes holding company FR Y-9 report submissions at <http://www.ffiec.gov/nicpubweb/nicweb/nichome.aspx>. Data are published on a flow basis generally within two days following receipt of a submission from the holding company, and updates are run nightly to capture any revisions subsequently submitted by the reporting institutions. Generally, the reports are available to the public upon request on an individual basis. A holding company may request confidential treatment for the entire report or for specific items. To better facilitate confidentiality requests, the Federal Reserve strongly encourages institutions determining that disclosure of certain financial or personal information would likely result in substantial harm to its (or its subsidiaries') competitive position to:

1. Notify their Reserve Bank of their intent to request confidential treatment in advance of the written request and
2. Send the confidentiality request in writing prior to data submission.

For more information on confidentiality requests, please see the specific report General Instructions. **Note:** The information referenced above pertains to the existing manual process for submitting confidentiality requests. The final notice to add the confidentiality check box to the front page of the FR Y-9SP form was published in the [Federal Register](#).¹

Holding companies are **required** to submit each report electronically in Reporting Central. Holding companies must maintain in their files a manually signed and attested printout of the data submitted. The cover page of the report forms should be used to fulfill the signature and attestation requirement and this page should be attached to the printout placed in the bank holding company's files.

If you complete the preparation, editing, and review of your holding company reports before the submission deadline, please file the reports immediately. If you later find that certain information should be revised, please make the appropriate changes to your report and resubmit the revised data.

Holding companies can receive quarterly updates via email which contain information on reporting or instructional changes. If you would like to be added to the distribution list, please sign up by selecting "Reporting Forms for Financial Institutions" at the following website, https://www.richmondfed.org/email_updates/.

All questions regarding these reports should be directed to Travis Taylor, travis.taylor@rich.frb.org; 804-697-8372. Questions concerning electronic filing should be directed to Lisa Hastings, lisa.hastings@rich.frb.org; 804-697-8342. Our toll-free telephone number is 1-800-322-1901.

Sincerely,

A handwritten signature in cursive script that reads "Hattie Barley". The signature is written in black ink and is centered below the "Sincerely," text.

¹ 80 FR 52282 (August 28, 2015)