



January 16, 2020

To: Those Responsible for Preparing the Annual Report of Foreign Banking Organizations (FR Y-7)

I would like to remind you of your organization’s Annual Report of Foreign Banking Organizations (FR Y-7) reporting requirement. The FR Y-7 must be filed with the Federal Reserve Bank of Dallas no later than four (4) months after the foreign banking organization’s (FBO) fiscal year-end date. If the deadline falls on a weekend or holiday, then it is moved to the next business day.

FR Y-7 Due Dates	
Fiscal Year-End Date	Due Date
December 31, 2019	April 30, 2020

Extension Requests

When any item of the FR Y-7 report cannot be completed by the FR Y-7 deadline, FBOs are required to send an extension request at least thirty (30) calendar days before the submission deadline. The request must include a business related explanation. If the request is for Report Item 1(a) – Financial Statements, the FBO must still send preliminary statements by the due date and then send finalized statements within 30 calendar days, even if the extension is granted. Note that the request must be approved by the Federal Reserve in order to be effective.

FR Y-7 Reporting Form and Instructions

New forms and instructions should be accessed yearly in order to ensure compliance with updates. They are available on the Federal Reserve Board’s website, <https://www.federalreserve.gov/apps/reportforms/default.aspx>.

Institutions may subscribe to the Federal Reserve Board’s e-mail notification service to receive alerts regarding report forms and instructions updates at <http://www.federalreserve.gov/reportforms/whats-new.htm>. These updates include changes related to proposed and existing data collections and final reporting forms and instructions.

Preparing and Submitting the FR Y-7 Report

- Only one (1) submission of the FR Y-7 report, containing all pertinent documents and attachments, is required.
- The Federal Reserve requires a hard copy of the FR Y-7 report by mail or in person by the due date; emailed or faxed reports are not accepted.
- The FR Y-7 report is considered a public document and should **exclude personal information** (e.g., home addresses, social security numbers, dates of birth, etc.) that may compromise individuals’ personal privacy.
- If your FBO would like certain information to be treated confidentially, you must submit a formal written request for this treatment, even if you have made a similar request in previous years. See “Confidentiality” on pages 2 and 3 of the report instructions for requirements.
- Submit a Report of Changes in Organizational Structure (FR Y-10) for reportable changes (the FR Y-10 must be submitted within 30 days of any reportable change).

- The FR Y-7 report must be signed by a **senior official who is also a director, or by the chairperson of the reporter's board of directors.**

To be considered on time, your report must be postmarked no later than three calendar days before the due date if mailed through the United States Postal Service, or entered into the delivery system one (1) day before the due date if an overnight delivery service is used. Regardless of submission method, we recommend that you opt for tracking/proof of delivery.

All reports should be sent to the following address:

US Mail:
Statistics Department
Federal Reserve Bank of Dallas
PO Box 655906
Dallas, TX 75265-5906

FedEx, UPS, courier, etc.:
Statistics Department
Federal Reserve Bank of Dallas
2200 North Pearl Street
Dallas, TX 75201-2216

If you have any questions or require additional information, you may contact Mike Frank at mike.frank@dal.frb.org / 214-922-6212 or Rachele Bellamy at rachele.bellamy@dal.frb.org / 214-922-5414.

Sincerely,



Ryan Reeder
Statistics Reports Manager
Statistics Department
Federal Reserve Bank of Dallas
<https://www.dallasfed.org/banking/nic.aspx>