



October 8, 2020

To: Those Responsible for Preparing the FR Y-6 (Annual Report of Holding Companies)

The FR Y-6 report must be filed by all top-tier bank and savings & loan holding companies (“reporters”) and received by this Reserve Bank no later than 5:00 PM, 90 calendar days after the reporter’s fiscal year-end date. If the deadline falls on a weekend or holiday, then it is moved to the next business day.

<b>FR Y-6 Due Dates</b>	
<b>Fiscal Year-End Date</b>	<b>Due Date</b>
September 30, 2020	December 29, 2020
November 30, 2020	March 1, 2021
December 31, 2020	March 31, 2021
June 30, 2021	September 28, 2021

**Report Formats – Reporting Central**

We recommend FR Y-6 submission via the Reporting Central application as an Adobe PDF file. This option is free (no postage necessary), allows for the easy submission of revisions, and ensures on-time submission. If you choose this option, please do not send a hard copy.

You must have FR Y-6 access in Reporting Central to submit. If access is needed, please complete an RC-1 form (available on our web page <https://www.dallasfed.org/banking/nic.aspx>) and email it to [dallas.electronicreporting@dal.frb.org](mailto:dallas.electronicreporting@dal.frb.org). The RC-1 form must include the name and RSSD ID number of your top-tier holding company and the name and signature of your institution’s End User Authorized Contact (EUAC).

**Email**

During the COVID-19 pandemic, we are allowing FR Y-6 reports to be emailed to [Dallas-NIC@dal.frb.org](mailto:Dallas-NIC@dal.frb.org). While Reporting Central is still the recommended submission method, we recommend email over mailing a hard copy report (see below).

**Hard Copy**

If you prefer, you may submit a hard copy FR Y-6 report. However, if revisions are required, then the entire, revised report must be re-sent. If you choose this option, then we recommend that you opt for tracking/proof of delivery. Send one completed report to:

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

**Regardless of which submission option you choose**, the entire report, including the Annual Report to Shareholders and Domestic Branch Listing (Report Items 1 and 2b), must be submitted together (in a single PDF file if using Reporting Central or email, or a complete hard copy report). No portion may be sent separately (the only exception is if the Annual Report to Shareholders is not ready by the due date).

### **Domestic Branch Listing (Report Item 2b)**

Visit <http://structurelists.federalreserve.gov> to download and complete the Domestic Branch Listing. It must be included with your FR Y-6 report and **not** sent separately. Please format it to fit all columns on one page in landscape orientation.

Remember, any changes noted on the Domestic Branch Listing require the submission of an FR Y-10 report (if not previously submitted). FR Y-10 reports are due within 30 calendar days of *any* reportable change.

### **Additional Important Information**

- Do not include home addresses, social security numbers, birth dates, and other personal information that may compromise individuals' privacy.
- New forms and instructions should be accessed yearly at <http://www.federalreserve.gov/reportforms> to ensure compliance with updates.
- We encourage you to pull your organization's hierarchy at <https://www.ffiec.gov/NPW>, or view your Organization Chart in FR Y-10 Online, and compare it to your records when preparing Report Item 2a (organization chart).
- Do not leave any fields/report items blank.
- Do not number the pages of your report.
- The following tools are available on our website [Dallasfed.org/banking/nic.aspx](http://Dallasfed.org/banking/nic.aspx):
  - A training module covering FR Y-6 preparation
  - Templates for Report Items 3 (Securities Holders) and 4 (Insiders)
  - A submission checklist
  - Reporting Central submission instructions
  - A repository of FR Y-6 reports from previous years
- The FR Y-6 must be signed by an officer of the top-tier holding company who is also a director, or by the chairperson of its board of directors.
- Titles/positions provided on Page 1 (cover page) must be with the top-tier holding company and match titles/positions provided in Report Item 4(3)(a).

For questions, contact Mike Frank at [mike.frank@dal.frb.org](mailto:mike.frank@dal.frb.org)/214-922-6212 or Rachelle Bellamy at [rachelle.bellamy@dal.frb.org](mailto:rachelle.bellamy@dal.frb.org)/214-922-5414.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Reeder', with a long horizontal flourish extending to the right.

Ryan Reeder  
Statistics Reports Manager  
Statistics Department  
<https://www.dallasfed.org/banking/nic.aspx>