



January 11, 2019

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. 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>
December 31, 2018	April 1, 2019
June 30, 2019	September 30, 2019
September 30, 2019	December 30, 2019
November 30, 2019	February 28, 2020

### Report Formats

The Federal Reserve is again accepting the FR Y-6 report via the Reporting Central application, as a Portable Document Format (PDF) file attachment. If you choose the Reporting Central option, do not send a hard copy report.

You must have FR Y-6 access in Reporting Central to submit. If access is needed, complete an RC-1 form (available on our web page) and email it to [dallas.electronicreporting@dal.frb.org](mailto:dallas.electronicreporting@dal.frb.org). It must include the name and RSSD ID number of your top-tier holding company, the name of your institution’s End User Authorized Contact (EUAC), and the signature of someone other than the person for whom you are requesting access.

The entire report, including the annual report to shareholders and Domestic Branch Listing (Report Items 1 and 2b), must be submitted in one, single PDF file (no portion may be sent separately or mailed). The only exception is if the Annual Report to Shareholders is not ready by the due date. See the step-by-step submission instructions on our web page.

Reporters must utilize the following naming convention when submitting documents:

1. Report Name: FRY6
2. Reporter RSSD ID number for the top tier holding company with no leading zeroes
3. Status of File: Initial or Revised
4. Version of File: Public or Confidential
  - The use of “Confidential” should only be applied to reports where the reporter is requesting confidential treatment. “Confidential” refers to a request to be granted confidentiality, not “deemed to be confidential.” Confidential treatment will only be considered for information meeting the criteria and format described under “Confidentiality” in the report instructions.

5. As-Of Date of the File: 20181231
6. File Extension: PDF for all FR Y-6 reports.

Examples of appropriate file naming conventions are as follows:

- FRY6\_1234567\_Full\_Initial\_Public\_20181231\_1 of 1
- FRY6\_1234567\_Full\_Revised\_Public\_20181231\_1 of 1
- FRY6\_1234567\_Full\_Initial\_Confidential\_20181231\_1 of 1
- FRY6\_1234567\_Full\_Revised\_Confidential\_20181231\_1 of 1

### **Hard Copy FR Y-6 Reports**

If you prefer, you may continue to 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 you must also continue to email the Domestic Branch Listing (Report Item 2b) to [structure.verification@dal.frb.org](mailto:structure.verification@dal.frb.org). The Domestic Branch Listing must be a PDF file and formatted to fit on one page wide. The file name of the Domestic Branch Listing must follow the above naming conventions, except replace “FRY6” with “Branches.” See below for more details on the Domestic Branch Listing.

If sending a hard copy FR Y-6 report, send one (1) complete, original report to:

US Mail:

NIC Unit, Statistics Dept.  
Federal Reserve Bank of Dallas  
PO Box 655906  
Dallas, TX 75265-5906

FedEx, UPS, courier, etc.:

NIC Unit, Statistics Dept.  
Federal Reserve Bank of Dallas  
2200 North Pearl Street  
Dallas, TX 75201-2216

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

Visit <http://structurelists.federalreserve.gov> to download and complete the Domestic Branch Listing. Submit the completed listing according to either the Reporting Central or hard copy submission instructions above. As a reminder, any changes noted on the Domestic Branch Listing require 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 FR Y-6 Information**

- New forms and instructions should be accessed yearly at <http://www.federalreserve.gov/reportforms> to ensure compliance with updates.
- Do not leave any fields/report items blank
- Do not number the pages of your report.
- A training module covering FR Y-6 preparation is available on our web page.
- Templates for Report Items 3 (Securities Holders) and 4 (Insiders) and a submission checklist are available on our web page.

- The FR Y-6 is a public document and should exclude personal information (e.g., home addresses, social security numbers, birth dates, etc.) that may compromise individuals' privacy.
- 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.
- Ensure that titles/positions provided on Page 1 (cover page) are with the top-tier holding company and match titles/positions provided in Report Item 4 (Insiders), item (3)(a).

For questions, contact Mike Frank at [mike.frank@dal.frb.org](mailto:mike.frank@dal.frb.org)/214-922-6212, Angela Flowers at [angela.flowers@dal.frb.org](mailto:angela.flowers@dal.frb.org)/214-922-6173, or Rachelle Bellamy at [rachelle.bellamy@dal.frb.org](mailto:rachelle.bellamy@dal.frb.org)/214-922-5414.

Very truly yours,

*Ryan Reeder*

Ryan Reeder  
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