

April 2, 2024

To all Reporters of the Report of Changes in Organizational Structure – FR Y-10:

The FR Y-10 is an event-driven report that must be submitted by all top-tier bank holding companies, savings & loan holding companies, unaffiliated state member banks, and foreign banking organizations on behalf of themselves and all direct and indirect subsidiaries whenever a reportable change occurs. It must be received by the Federal Reserve within thirty (30) calendar days of any reportable change. Examples of reportable changes include, but are not limited to:

- Acquisitions and formations
- Mergers
- Sales, liquidations, and inactive status
- Changes to an entity’s characteristics (name changes, relocations, obtaining or lapse of a legal entity identifier (LEI), changes to SEC reporting status, etc.)
- Changes to branch offices
- Changes in ownership
- Changes to business activities and legal authority

For a complete list of what is reportable, see the FR Y-10 report instructions at <https://www.federalreserve.gov/apps/reportforms/default.aspx>.

## Reporting Options

### FR Y-10 Online

We strongly recommend submitting the FR Y-10 electronically via FR Y-10 Online - <https://y10online.federalreserve.gov/Y10/login>. This free option is fast, helps prevent common errors, allows for the easy submission of corrections (when necessary), and ensures timely receipt. It also stores all previously submitted FR Y-10 reports for quick access and contains our record of your organization’s structure for comparison. Even if your organization does not submit FR Y-10 reports often, we recommend gaining access to take advantage of the other features.

Gaining access to FR Y-10 Online is fast and easy. Simply complete the one-page User Account Request Form at <https://y10online.federalreserve.gov/Y10/pdf/Y10UserRequestForm.pdf>. The Form must be signed by an officer of the reporting organization and cannot be signed by the person requesting access. Email it to [Phil.Financial.Statistics@Phil.FRB.org](mailto:Phil.Financial.Statistics@Phil.FRB.org) and the new user will then receive an email with a user ID and temporary password within one to two business days.

### Email

Though FR Y-10 Online submission is the recommended option, manually completed reports may be sent as Adobe PDF attachments to [Phil.Financial.Statistics@Phil.FRB.org](mailto:Phil.Financial.Statistics@Phil.FRB.org). However, we do not recommend this option as manually completing an FR Y-10 can lead to time consuming errors. Only one cover page (Page 1) is necessary when multiple changes occurred, even if they are unrelated and/or occurred on different dates. An officer of the reporting organization must sign the cover page. Do not include blank schedules.

Fax

You may also fax your completed FR Y-10 to 215-574-6388. However, we do not recommend this option as manually completing an FR Y-10 can lead to time consuming errors. Only one cover page (Page 1) is necessary when multiple changes occurred, even if they are unrelated and/or occurred on different dates. An officer of the reporting organization must sign the cover page. Do not include blank schedules.

Hard Copy

Hard copy FR Y-10 reports may be sent, though this is not recommended due to ongoing delivery delays, and manually completing an FR Y-10 can lead to time consuming errors. Only one cover page (Page 1) is necessary when multiple changes occurred, even if they are unrelated and/or occurred on different dates. An officer of the reporting organization must sign the cover page. Do not include blank schedules. If this option is chosen, then we recommend that you opt for tracking/proof of delivery. Send one completed report to:

Mike Frank  
Financial Statistics Department  
Federal Reserve Bank of Philadelphia  
10 Independence Mall  
Philadelphia, PA 19106-1521

**Additional Information**

- We do not recommend keeping a static copy of [the report forms and instructions](#), as they are updated occasionally.
- We encourage you to review your organization chart in [FR Y-10 Online](#) before submitting an FR Y-10.
- Our website <https://www.philadelphiafed.org/banking/organizational-structure> contains useful tools to help you complete your FR Y-10 reports, including:
  - A link to FR Y-10 Online
  - A link to the report forms and instructions
  - A link to lookup NAICS business activity codes
  - A link to this letter
- As noted above, the FR Y-10 is always due within thirty (30) calendar days of any reportable change. The Federal Reserve Board of Governors requires an explanation for all late submissions. Chronic late reporters will be referred to our examination staff.

For questions, contact any of the following analysts:

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Sincerely,

*Heather Derbyshire*

Heather Derbyshire  
Assistant Vice President  
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