



FEDERAL RESERVE BANK
OF PHILADELPHIA

February 3, 2020

To: The Authorized Officials of Bank Holding Companies and Savings and Loan Holding Companies

Subject: Annual Report of Holding Companies - FR Y-6 Report

The *Annual Report of Holding Companies* (FR Y-6) must be filed by all top-tier domestic 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, the deadline is moved to the next business day.

FR Y-6 Submission Due Dates	
Fiscal Year End	Due Date
December 31, 2019	March 30, 2020
March 31, 2020	June 29, 2020
June 30, 2020	September 28, 2020
September 30, 2020	December 29, 2020
October 31, 2020	January 29, 2021
December 31, 2020	March 31, 2021

2019-2020 Filing: The FR Y-6 can be submitted as PDFs via Reporting Central, and hard copies can be submitted through the mail. Reports are not accepted via email.

Training: You can visit our website at <https://philadelphiafed.org/bank-resources/financial-regulatory-reporting/organizational-structure> to access materials and videos, including an interactive video on submitting the report through Reporting Central.

In lieu of a training call, an updated slide deck will be emailed soon and then posted to our site. The updated slides will contain details on the file naming functionality that was added to Reporting Central last June.

Submission Instructions

The FR Y-6 reporting form and instructions are available at: <http://www.federalreserve.gov/apps/reportforms/default.aspx>. Please use the most recent version of the form when submitting the report.

Branch Verification Report: The Federal Reserve provides a website, <http://structurelists.federalreserve.gov>, for reporters to download branch information in a spreadsheet format for review, verification, and, if necessary, correction. Please note that branch verifications that do not have the leftmost column completed per the instructions will have to be resubmitted. Verified branch information may be submitted via Reporting Central, mail, or e-mailed to this Federal Reserve Bank at phil.financial.statistics@phil.frb.org. A *Report of Change in Organizational Structure* (FR Y-10) must be submitted for any change noted on the branch verification. FR Y-10 forms and instructions are available on the same page noted above for the FR Y-6.

If you choose to submit your report through mail please send one original of the completed FR Y-6 report form and any attachments to:

Jeff Willis
Financial Statistics Department
Federal Reserve Bank of Philadelphia
10 Independence Mall
Philadelphia, PA 19106

Errors to Avoid

Use the most recent version of the form when submitting the report, which has an expiration date of 11/30/2022

Do not leave any report items blank. If a report item is not applicable please answer the item as “None” or “N/A”. This includes completing the LEI and URL fields on the cover page.

The FR Y-6 must be signed by a senior official who is also a director listed in item 4, or by the chairperson of the reporter’s board of directors.

All active LEIs (for the holding company, bank, and any nonbank subsidiaries) must be listed in item 2a, your organization chart.

Principal security holders who own or control 10% or more of any class of voting securities, as indicated in item 3(1)(c), should also be listed under report item 4.

Insiders in item 4(2) listed as “business owner” or similar should have a percent ownership in item 4(4)c for at least one company, unless they own less than 25% of the company or are a retired/former owner

The FR Y-6 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. A revised report will be required in cases when this information is included in a submission.

Confidential treatment will only be considered for information meeting the criteria and format described under "Confidentiality" in the FR Y-6 General Instructions. If you do not wish to request confidentiality include a “0” in the confidentiality indicator at the bottom of the report form.

Please do not include copies of the instructions or SEC reports (10K) as part of your filing.

Contact Us

If you have any questions regarding branch information or the FR Y-6 report, please send e-mails to phil.statistics.structure@phil.frb.org or contact Jeff Willis (215-574-6588). For questions on acquiring Reporting Central access please contact Michael Sambucci (Michael.sambucci@phil.frb.org or (215-574-4365)).

Sincerely,



Heather Derbyshire
Assistant Vice President
Financial Statistics Department