

FR Y-6 Training

Provided by Financial Statistics



FEDERAL RESERVE BANK
OF PHILADELPHIA

Reminders for 2020

- Legal Entity Identifiers (LEIs)
 - List only active LEIs
 - For holding company on cover page
 - For holding company, bank, and any non-bank subsidiaries in item 2a, your organization chart.
 - View LEIs at <https://www.gleif.org>
- Web address on cover page – complete the field with either the address or “none”
- A “wet” signature must be provided on the cover page by an individual that is both an officer and a director, or the Chairman of the Board
- Be sure to select “done” after selecting “submit” in Reporting Central so that your report is submitted



Reminders for 2020

- Item 4
 - Individuals listed with at least 10% ownership in item 3 must also be included in item 4
 - The signer of the report on the cover page must be listed in item 4 along with their title and that they are a director or Chairman of the Board
 - Business Owners
 - For individuals listed as business owners include any business that is greater than 25% owned
 - If they no longer own the business they can be listed as “retired business owner” or “former business owner”



What Must be Submitted

- Completed and signed Cover Page
- Report items 1-4
- Branch Verification Report



What Must be Submitted

- Each reporting item must be addressed
- If NOT applicable use one of the following:
 - None
 - No
 - Not Applicable
- Do NOT leave the report item blank or exclude any report item(s)



Filing Options

- Reports are due 90 days after a holding company's fiscal year end
- FR Y-6
 - Hard copy (mailed to Financial Statistics dept.) OR
 - Reporting Central as PDF
 - We only require one copy of the report
- Branch Verification
 - As part of FR Y-6 OR
 - E-mail to phil.financial.statistics@phil.frb.org



Revisions

- FR Y-6 Revisions will not be accepted through email
 - For hard copies the **entire** report must be resubmitted (can be through Reporting Central)
 - A file originally submitted via Reporting Central must be resubmitted in Reporting Central AND
 - The initial version of the file(s) being revised must be replaced
- Branch Verification revisions can be submitted via e-mail if the original was submitted via e-mail



FR Y-6 Files in Reporting Central

- Each submission must have a file or files that provide a full FR Y-6
- Respondents may choose to separate items among different files
- If revisions are necessary only the file with the corrected item(s) must be revised, but all files must be part of the resubmission
- Branch verification should only be included once in the submission
- Files must be submitted under the top-tier holding company's RSSD



FR Y-6 File Names

- Functionality has been added to Reporting Central to help ensure correct file names ([screenshots here](#))
- Select [here](#) to see a list of file name examples

FRY6_123456_Full_Initial_Public_20171231_1 of 1

↑	↑	↑	↑	↑	↑	↑
Report		Full or Partial	Initial or Revised	Public or Confidential		Document of Total number submitted
	Holding Company RSSD				Holding Company Fiscal Year End YYYYMMDD	

Please note that you can also submit the Y6 Branch Verification file as a PDF on Reporting Central. Use the file name below.

Branches_123456_Full_Initial_Public_20171231_1 of 1



Naming Convention Components

- Report name (FR Y6, branches, or annual report)
- Top-tier HC RSSD ID
- Type of file (full or partial)
- Status of file (initial or revised)
- Version of file (public or confidential)
- As-of date (i.e. 20181231)
- Number of files (x of y)
- File extension (PDF)



Naming Convention Reminders

- The holding company's RSSD should be used in the file name NOT the bank RSSD
- The numbering of **all** files must be adjusted for any added files
 - Additional file containing annual report
 - Additional file due to revision
- A file should be named as revised even if only the file name is changing



Common Errors



Report Form

- Submitting form on out of date report form
 - The expiration date of the current form is November 30, 2022

FR Y-8
OMB Number 7100-0297
Approval expires November 30, 2022
Page 1 of 2

- Download the current form from
<https://www.federalreserve.gov/apps/reports/forms/default.aspx>



Cover Page

Figure #1

Date of Report (top-tier holding company's fiscal year-end):
December 31, 2017
Month / Day / Year
None
Reporter's Legal Entity Identifier (LEI) (20-Character LEI Code)

- Must include Fiscal Year-end date
- Must include the Legal Entity Identifier (LEI) if the **top-tier holding company** has one
- Must report “none” or “NA” if holding company does not have an LEI
- Do not need to acquire an LEI for reporting purposes



Cover Page

Figure #2

For holding companies *not* registered with the SEC—
Indicate status of Annual Report to Shareholders:

☐ is included with the FR Y-6 report
☐ will be sent under separate cover
☐ is not prepared

- Must select the Annual Report indicator if applicable

Figure #3

Is confidential treatment requested for any portion of this report submission? 0=No
1=Yes

In accordance with the General Instructions for this report (check only one),

1. a letter justifying this request is being provided along with the report ☐
2. a letter justifying this request has been provided separately ☐

NOTE: Information for which confidential treatment is being requested must be provided separately and labeled as "confidential."

- Confidentiality indicator must be completed



Item 1 – Annual Report to Shareholders

- Do not include SEC reports or audited financials
- Only include annual report when required



For Multi-tiered Holding Companies Only

For Use By Tiered Holding Companies

Top-tiered holding companies must list the names, mailing address, and physical locations of each of their subsidiary holding companies below.

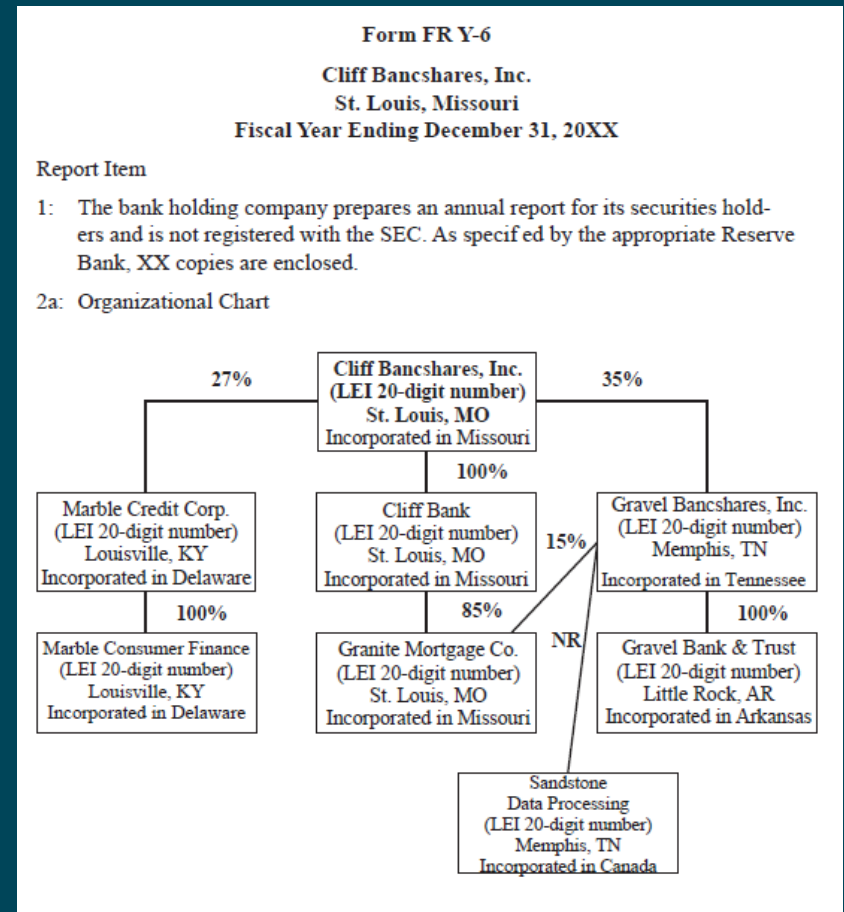
<div>Legal Title of Subsidiary Holding Company</div> <div>(Mailing Address of the Subsidiary Holding Company) Street / P.O. Box</div> <div>City State Zip Code</div> <div>Physical location (if different from mailing address)</div>	<div>Legal Title of Subsidiary Holding Company</div> <div>(Mailing Address of the Subsidiary Holding Company) Street / P.O. Box</div> <div>City State Zip Code</div> <div>Physical location (if different from mailing address)</div>
<div>Legal Title of Subsidiary Holding Company</div> <div>(Mailing Address of the Subsidiary Holding Company) Street / P.O. Box</div> <div>City State Zip Code</div> <div>Physical location (if different from mailing address)</div>	<div>Legal Title of Subsidiary Holding Company</div> <div>(Mailing Address of the Subsidiary Holding Company) Street / P.O. Box</div> <div>City State Zip Code</div> <div>Physical location (if different from mailing address)</div>

- Only list subsidiary holding company information
- Do not list bank information



Item 2A – Organization Chart

- Header must include:
 - holding company name, city & state, fiscal year ending
- Components for each entity must include:
 - Full legal name
 - LEI (if assigned)
 - City & state
 - State of incorporation
 - Percentage ownership



Item 2B – Domestic Branch Listing

- Branch Website link:
<http://structurelists.federalreserve.gov>
- Branch Listing
 - “Data Action” column must be completed
 - Any changes noted on the BVR require a subsequent FR Y-10 filing to report the change

Results: A list of branches for your depository institution:
This depository institution is held by [REDACTED]
The data are as of 12/31/2016. Data reflects information that is reported to the FR Y-10.

Reconciliation and Verification Steps

1. In the Data Action column of each branch row, enter one of the following actions:
2. If required, enter the date in the Effective Date column.

Actions

OK: If the branch information is correct, enter 'OK' in the Data Action column.

Change: If the branch information is incorrect or incomplete, enter 'Change' in the Data Action column.

Close: If a branch listed was sold or closed, enter 'Close' in the Data Action column.

Delete: If a branch listed was never owned by this depository institution, enter 'Delete' in the Data Action column.

Add: If a reportable branch is missing, insert a row, add the branch information, and enter 'Add' in the Data Action column.

If printing this list, you may need to adjust your page setup in order to print the entire list.

Submission Procedure

When you are finished, send a saved copy to your FRB contact. If you are e-mailing this to your FRB contact, put your institution's name in the subject line.

Note:

To satisfy the FR Y-10 reporting requirements, you must also submit a hardcopy of the FR Y-10 report. The FR Y-10 report may be submitted in a hardcopy format or electronically.

* FDIC UNINUM, Office Number, and ID_RSSD columns are for internal use only.

Data Action	Effective Date	Branch Service Type	Branch Name
OK		Full Service (Head Office)	
OK		Full Service	
OK		Full Service	
OK		Full Service	
OK		Full Service	
OK		Full Service	
OK		Full Service	
OK		Full Service	
OK		Full Service	
ADD	8/14/2013	LIMITED SERVICE BRANCH	
ADD	4/1/2013	LIMITED SERVICE BRANCH	
ADD	1/14/2016	FULL SERVICE	



Item 3 – Securities Holders

Example Format and Guidance

SAMPLE

Form FR Y-6

Legal Title of Holding Company

Fiscal Year Ending December 31, 20XX

Report Item 3: Securities holders

(1)(a)(b)(c) and (2)(a)(b)(c)

Current securities holders with ownership, control or holdings of 5% or more with power to vote as of fiscal year ending 12-31-20XX			Securities holders not listed in 3(1)(a) through 3(1)(c) that had ownership, control or holdings of 5% or more with power to vote during the fiscal year ending 12-31-20XX		
(1)(a) Name, City, State, Country	(1)(b) Country of Citizenship or Incorporation	(1)(c) Number and Percentage of Each Class of Voting Securities	(2)(a) Name, City, State, Country	(2)(b) Country of Citizenship or Incorporation	(2)(c) Number and Percentage of Each Class of Voting Securities
James Doe Anywhere, MO, USA	USA	720 - 27% Common Stock 100 - 4% Options on Common Stock	Jeannine Doe Anywhere, MO, USA	USA	160 - 6% Common Stock (repurchased) 160 - 6% Options on Common Stock (expired)
Cindy Doe Anywhere, MO, USA	USA	667 - 25% Common Stock			

- Headers must list holding company and correct year-end date
- Multi-tier holding companies must include separately these items for each holding company



Item 4 - Insiders

Example Format and Guidance

SAMPLE

Form FR Y-6

Legal Title of Holding Company

Fiscal Year Ending December 31, 20XX

Report Item 4: Insiders

(1), (2), (3)(a)(b)(c), and (4)(a)(b)(c)

(1) Name, City, State, Country	(2) Principal Occupation if other than with Holding Company	(3)(a) Title & Position with Holding Company	(3)(b) Title & Position with Subsidiaries (include names of subsidiaries)	(3)(c) Title & Position with Other Businesses (include names of other businesses)	(4)(a) Percentage of Voting Shares in Holding Company	(4)(b) Percentage of Voting Shares in Subsidiaries (include names of subsidiaries)	(4)(c) List names of other companies (includes partnerships) if 25% or more of voting securi- ties are held (List names of companies and percentage of voting securities held)
James Doe Anywhere, MO, USA	N/A	Director & Chairman	Director & President (Cliff Bank)	N/A	27%	None	N/A
Cindy Doe Anywhere, MO, USA	N/A	Director & President	Director & Vice President (Cliff Bank)	N/A	25%	5% (Cliff Bank)	N/A

- Headers must list holding company and correct year-end date
- Multi-tier holding companies must include separately these items for each holding company



Item 4 - Insiders

- Individuals listed with at least 10% ownership in item 3 must also be included in item 4
- The signer of the report on the cover page must be listed in item 4 along with their title and that they are a director or Chairman of the Board
- Business Owners
 - For individuals listed as business owners include any business that is greater than 25% owned
 - If they no longer own the business they can be listed as “retired business owner” or “former business owner”



Other Common Errors

- Including Sensitive Personal Identifiable Information
 - Social Security Numbers of individuals
 - Street address of individuals
- Including unnecessary SEC Reports (10K)
- Including letters stating documents that were submitted



Sensitive Information

- Option to exclude names of Minor Children
 - Use “Minor child”



Most Important Things to Remember...

- Every item on the FR Y-6 must have a response, even if it is "N/A"
- Make sure the correct file name is used



CONFIDENTIALITY REQUESTS



How to Request

- Submit request letter prior to or at same time as filing in either a letter or via email (not through RC)
- Submit two files
 - Confidential volume
 - Cover page labeled “Confidential”
 - Only include those items
 - Public volume
 - Include all items with the responses to those items for which confidential treatment is requested should indicate that the responsive data may be found in the confidential volume



Request Details

- Request letter must include
 - The requested items
 - Justification for the requested treatment
 - Demonstration of the specific nature of the harm that would result from Public release
- FOIA exemptions 4 and 6 may be applicable for requests for confidentiality. For a complete list see the Board's public web site
<https://www.federalreserve.gov/foia/exemptions.htm>



REPORTING CENTRAL



Reporting Central

- Benefits:
 - Immediate Submission
 - Easier Revisions
 - Better Security – two factor authentication
- Requirements:
 - Must be credentialed (i.e. physical token)
 - Must be granted access to specific series (RC-1 form)
- Files must be PDF



Reporting Central Log-In

Secure Logon for Reporting Central

The Reporting Central application allows for a more secure, technically advanced and efficient system that serves as a single point of entry for electronic reports submission via direct data entry and file uploads. Individuals will logon to the Reporting Central application via the [FedLine Web®](#) access solution, where they will have access to electronic reporting applications, report forms and instructions. Paper submission will continue for some reports, but organizations are encouraged to take advantage of the efficiencies of electronic submission.

Click the button below to access the Reporting Central application:

Reporting Central Secure Logon

- <https://www.frbervices.org/central-bank/reporting-central/index.html>



Navigating Reporting Central - Initial

1. To submit a report, select the top-tier holding company RSSD, series and as-of date under the Enter/View a Report section on the right hand side of the main Reporting Central page.
2. The Search for a Report section can be used to locate previous submissions.

The screenshot displays the Reporting Central web application. The header includes the title "Reporting Central" and a build/version string: "Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6166/78174)". On the right, there are links for "Accessibility (alt)" and "Logout".

The main content area is divided into two sections. The left section, titled "Reporting Status", shows a dropdown menu for "Report" with "796078-FEDERAL RESERVE BK OF PHILDPH" selected and a "Select" button. Below this is a "Home" link and a welcome message: "Welcome to the FRB Reporting Central Home Page. This page displays the status of the current asof date for all reports that you are authorized to submit. Status for prior asof dates is also displayed if there is any pending activity."

The right section contains three sub-sections:

- Enter/View a Report:** This section includes a red number "1" pointing to the "Asof Date" field. It features a "Reporter ID" dropdown (796078-FEDERAL RESERVE BK OF PHILDPH), a "Series" dropdown (7/1/18), and an "Asof Date" field (12/31/2017) with a "Confirm" button.
- Upload a File of Report Data:** This section includes a "Specify a file to upload" label, a "File" input field, a "Browse..." button, and a "Load" button.
- Search for a Report:** This section includes a red number "2" pointing to the "Search" button. It features a "Reporter ID" dropdown (796078-FEDERAL RESERVE BK OF PHILDPH), a "Series" dropdown (All Series), an "Asof Date" field with radio buttons for "Most Recent" (selected) and "Other", and a "Reports" section with radio buttons for "Latest Version for Reporter" (selected), "Reporters with Missing Report", and "Advanced Search". A "Search" button is at the bottom.



Navigating Reporting Central - Initial

- Select “Attachments” and then “Add Attachment”

Reporting Central

Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6169/T8174)

Reporter:	786078 - FEDERAL RESERVE BK OF PHLDLPH	Status:
Series:	FRY6	Submission Date:
As of Date:	12/31/2017	Submitter:

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#) [Attachments](#)

Current Attachments: 0

Annual Report of Holding Companies - FR Y-6

Please upload your attachments for the FR Y-6.

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#) [Attachments](#)

Current Attachments: 0



Navigating Reporting Central - Initial

- Make the necessary selections using the drop down boxes and type in the document numbers

Add Attachment

Report Type: FRY6

Data Definition: Full

Reporting Schedule: Initial

Data Classification: Public

Document #: 1

Total # Of Documents: 1

File:

Add Attachment

Report Type: FRY6

Data Definition: Branches
Annual Report

Reporting Schedule: Initial

Data Classification: Public

Document #: 1

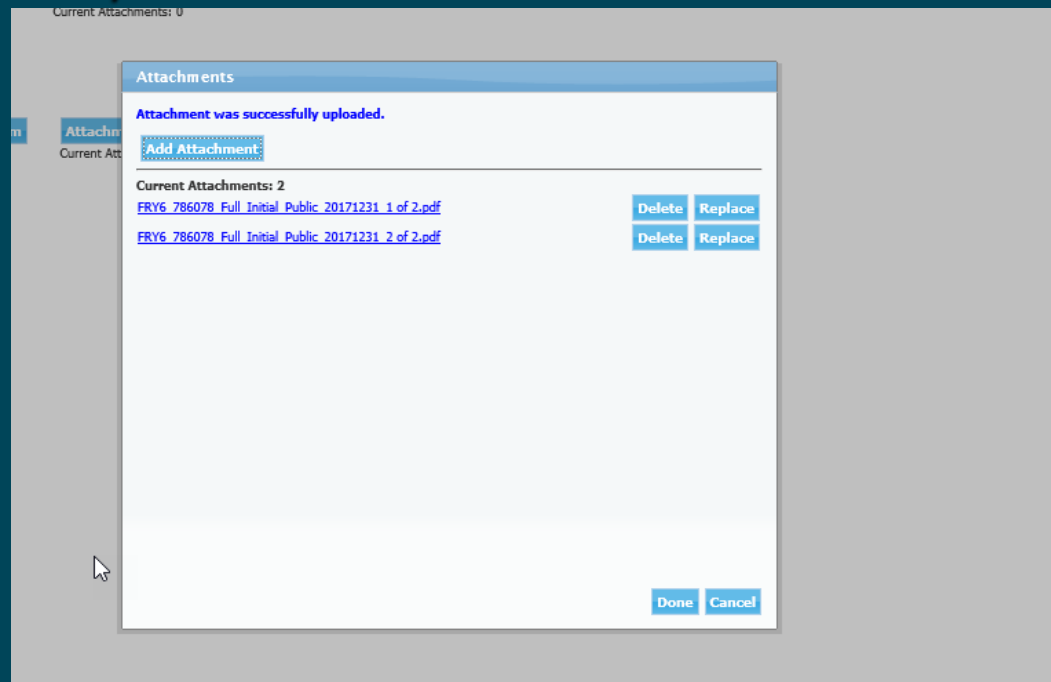
Total # Of Documents: 1

File:



Navigating Reporting Central - Initial

- Select the file(s) from your computer using “browse” and then select “Upload.” After all your files are uploaded, select “Done.”



Navigating Reporting Central - Initial

- You must select "Submit" on this page for your report to be sent to the Federal Reserve.

Reporting Central

Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6169/T8174)

Reporter:	786078 - FEDERAL RESERVE BK OF PHLDLPH	Status:
Series:	FRY6	Submission Date:
Asof Date:	12/31/2017	Submitter:

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#) [Attachments](#)
Current Attachments: 2

Annual Report of Holding Companies - FR Y-6

Please upload your attachments for the FR Y-6.

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#) [Attachments](#)
Current Attachments: 2

Navigating Reporting Central - Initial

- You will receive confirmation that a time-stamped copy of your report was filed.

Reporting Central

Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6169/T8174)

Accessibility (off) · Logoff

Central Bank CentralSM

User Name: Jeff Willis

This is a time-stamped copy of the report you just filed. This is the copy of your report that has been accepted by the Federal Reserve Bank and will be treated as your official submission. Print the report, examine it for accuracy, sign it and retain it in accordance with all applicable record retention requirements. If you submitted this report in error, or you find that your report is not accurate, please submit a revised report as soon as possible. You should refer to the report instructions for report-specific guidance regarding the maintenance of manually signed and attested copies in your files.

Reporter:	786078 - FEDERAL RESERVE BK OF PHILADPH	Status:	SUBMITTED	Instructions
Series:	FRY6	Submission Date:	01/26/2018 11:55am ET	
As of Date:	12/31/2017	Submitter:		

[Modify](#) [Cancel](#) [Attachments](#)

Current Attachments: 2

Annual Report of Holding Companies - FR Y-6

Please upload your attachments for the FR Y-6.

[Modify](#) [Cancel](#) [Attachments](#)

Current Attachments: 2



Navigating Reporting Central - Revision

- From the main Reporting Central page, locate the report you need to revise under the Reporting Status section and selecting “View”, or Search for a Report on the right hand side of the page.

The screenshot displays the Reporting Central web application interface. The top navigation bar includes the title "Reporting Central", a build/version string "Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6169/T8174)", and links for "Accessibility (a)" and "Logout".

The main content area is divided into two primary sections:

- Reporting Status (Left Panel):** This section contains a "Home" link and a welcome message. Below this is a table titled "FRY6(FRY6)" with columns for "Asof Date", "Recent Activity", and a "View" link. A red number "1" is placed next to the "View" link in the table row for the date "12/31/2017".
- Enter/View a Report (Right Panel):** This section contains three sub-panels: "Enter/View a Report", "Upload a File of Report Data", and "Search for a Report". The "Search for a Report" panel includes fields for "Reporter ID", "Series", and "Asof Date", along with radio buttons for "Most Recent" and "Other". A red number "2" is placed next to the "Search" button.

The bottom right corner of the image features a stylized logo.

Navigating Reporting Central - Revision

- After selecting “Modify”...
- Use the “delete” option for a file that is no longer needed
- Use the “replace” option to provide a new version of a file
- Update the Reporting Schedule field to “revised” for any revised file(s)

Attachments

Attachment was successfully uploaded.

[Add Attachment](#)

Current Attachments: 3

FRY6_786078_Full_Initial_Public_20171231_1_of_1.pdf	Delete	Replace
FRY6_786078_Full_Initial_Public_20171231_3_of_2.pdf	Delete	Replace
FRY6_786078_Full_Revised_Public_20171231_1_of_1.pdf	Delete	Replace

[Done](#) [Cancel](#)



Reporting Central Credentialing



FEDERAL RESERVE BANK
OF PHILADELPHIA

Reporting Central

- If you are interested in learning more about or signing up for Reporting Central, visit the FRB Services website and contact our local Reporting Central contacts.
- For password resets contact the Customer Contact Center (CCC) : **888-333-7010, option 1**



Frequent RC-1 Form Errors

- Institutions using ABA, routing numbers or FDIC identification number in place of RSSD
 - RSSD is a unique, but publically known Federal Reserve identifier
- Subscribers requesting access to a series under the wrong entity
 - Example: Requesting access for a bank to file the FRY6
- EUACs/new subscribers signing their name in the last section titled “For Federal Reserve Banks Use Only”



Credentialing Resources

- [Reporting Central Resource Center](#)
- [Reporting Central Application Setup](#)
- [Reporting Central District Contact](#)
- [Federal Reserve Bank Subscriber Access Request Form \(RC-1\)](#)



Filing Resources

- [Philadelphia Fed FR Y-6 Page](#)
- [Branch Verification Reports](#)
- [Atlanta Fed Interactive Training Video](#)
- [Submitting the FR Y-6 in Reporting Central Video](#)
- [Reporting Central](#)
- [Reporting Central External User Guides](#)



Questions and Contacts

- FR Y-6
 - Christine Astillero 215-574-3891
 - Robbin Brown 215-574-3990
 - Alena Marciante 215-574-6466
 - John Opalack 215-574-6159
 - Jeff Willis 215-574-6588
- Reporting Central
 - Michael Sambucci 215-574-4365
 - Brendan O'Hara 215-574-6365



Appendix



FR Y-6 File Naming Conventions Examples

Based on selected filing options

- All items in a single file
 - FRY6_123456_Full_Initial_Public_20181231_1 of 1
- All items in a single file except branches submitted separately
 - FRY6_123456_Full_Initial_Public_20181231_1 of 1
 - Branches_123456_Full_Initial_Public_20181231_1 of 1
- All items in a single file except annual report submitted separately
 - FRY6_123456_Full_Initial_Public_20181231_1 of 1
 - Annual Report_123456_Full_Initial_Public_20181231_1 of 1



FR Y-6 File Naming Conventions Examples

- All items in a single file except annual report and branch verification submitted separately
 - FRY6_123456_Full_Initial_Public_20181231_1 of 1
 - Branches_123456_Full_Initial_Public_20181231_1 of 1
 - Annual Report_123456_Full_Initial_Public_20181231_1 of 1
- Items in two files with branches submitted separately
 - FRY6_123456_Partial_Initial_Public_20181231_1 of 2
 - FRY6_123456_Partial_Initial_Public_20181231_2 of 2
 - Branches_123456_Full_Initial_Public_20181231_1 of 1



FR Y-6 File Naming Conventions Examples

- **Revision** of one item when two files submitted and branches submitted separately
 - FRY6_123456_Partial_Initial_Public_20181231_1 of 2
 - FRY6_123456_Partial_**Revised**_Public_20181231_2 of 2
 - Branches_123456_Full_Initial_Public_20181231_1 of 1
- **Confidentiality** request
 - FRY6_123456_Full_Initial_**Confidential**_20181231_1 of 1
 - FRY6_123456_Full_Initial_**Public**_20181231_1 of 1

