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FEDERAL RESERVE BANK
PHILADELPHIA



FR Y-6 Training 2023

Provided by Financial Statistics

Agenda

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What's New for 2023

- Respondents must submit reports through Reporting Central or US mail
- Updated cover page
 - Removal of LEI field
 - New effective date

What's New for 2023

FR Y-6
OMB Number 7100-0297
Approval expires November 30, 2025
Page 1 of 3

Board of Governors of the Federal Reserve System



Annual Report of Holding Companies—FR Y-6

Report at the close of business as of the end of fiscal year

This report is required by law: Section 5(c)(1) of the Bank Holding Company Act (12 U.S.C. § 1844(c)(1)); section 10(b)(2) of the Home Owners' Loan Act (12 U.S.C. § 1467a(b)(2)); sections 102(a)(1), 165, and 618 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (12 U.S.C. §§ 5311(a)(1), 5365, and 1850a(c)(1)); and sections 8(a) and 13(a) of the International Banking Act of 1978 (12 U.S.C. §§ 3106(a) and 3108(a)). Return to the appropriate Federal Reserve Bank the original and the number of copies specified.

This report form is to be filed by all top-tier bank holding companies, top-tier savings and loan holding companies, and U.S. intermediate holding companies organized under U.S. law, and by any foreign banking organization that does not meet the requirements of and is not treated as a qualifying foreign banking organization under Section 211.23 of Regulation K (12 C.F.R. § 211.23). (See page one of the general instructions for more detail of who must file.) The Federal Reserve may not conduct or sponsor, and an organization (or a person) is not required to respond to, an information collection unless it displays a currently valid OMB control number.

NOTE: The *Annual Report of Holding Companies* must be signed by one director of the top-tier holding company. This individual should also be a senior official of the top-tier holding company. In the event that the top-tier holding company does not have an individual who is a senior official and is also a director, the chairman of the board must sign the report. If the holding company is an ESOP/ESOT formed as a corporation or is an LLC, see the General Instructions for the authorized individual who must sign the report.

I, _____
Name of the Holding Company Director and Official

Title of the Holding Company Director and Official

attest that the *Annual Report of Holding Companies* (including the supporting attachments) for this report date has been prepared in conformance with the instructions issued by the Federal Reserve System and are true and correct to the best of my knowledge and belief.

With respect to information regarding individuals contained in this report, the Reporter certifies that it has the authority to provide this information to the Federal Reserve. The Reporter also certifies that it has the authority, on behalf of each individual, to consent or object to public release of information regarding that individual. The Federal Reserve may assume, in the absence of a request for confidential treatment submitted in accordance with the Board's

Date of Report (top-tier holding company's fiscal year-end):

Month / Day / Year

Reporter's Name, Street, and Mailing Address

Legal Title of Holding Company

(Mailing Address of the Holding Company) Street / P.O. Box

City State Zip Code

Physical Location (if different from mailing address)

Person to whom questions about this report should be directed:
Name Title

Area Code / Phone Number / Extension

Area Code / FAX Number

What's New for 2023

- Annual Report indicator moved from page 1 to new page 2
- Checklist (on page 2)
 - Institutions must complete and submit only items that changed

What's New for 2023

Report Item 1: Annual Report to Shareholders

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

Checklist

The checklist below is provided to assist the holding company in filing all the necessary responses and verifying changes from the prior year to the various report items. The completed checklist should be submitted with the report. Please see section A of the General Instructions for additional guidance.

Verification of Changes

All Reporters must respond to the following questions by checking the Yes or No box below, as appropriate.

Did the holding company have changes to any reportable FR Y-6 items (2a, 2b, 3, or 4) from the prior year?

- Yes No

If checked Yes, complete the remaining checklist for Report Items 2a, 2b, 3, and 4. For each Report Item, indicate whether there are changes from the prior year by checking Yes or No below. See section A of the General Instructions for additional information.

Report Item 2a: Organization Chart

- Yes No

If checked Yes, the Reporter must submit the organization chart as specified in Report Item 2.a instructions.

Report Item 2b: Domestic Branch Listing

- Yes No

If checked Yes, the Reporter must submit the domestic branch listing as specified in Report Item 2.b instructions.

Report Item 3: Securities Holders

- Yes No

If checked Yes, the Reporter must submit the information as specified in Report Item 3 instructions.

Report Item 4: Insiders

- Yes No

If checked Yes, the Reporter must submit the information as specified in Report Item 4 instructions.

SUBMISSION REQUIREMENTS

What Must be Submitted

- Completed and signed Cover Page
- New completed checklist on page 2
- Required report items 1-4 if changed from previous report
- Branch Verification Report (item 2b)
 - Can be emailed to phil.financial.statistics@phil.frb.org

What Must be Submitted

- Do NOT leave the report item blank or exclude any report item(s), except those that you indicated did not change on page 2
- If NOT applicable use one of the following:
 - None
 - No
 - Not Applicable

Filing the FR Y-6

- Reporting Central as PDF OR
- Hard copy (mailed to Financial Statistics dept.)
 - We only require one copy of the report
- Branch Verification
 - If mailed separately then do not include in report

Revisions

- FR Y-6 Revisions cannot be submitted through e-mail
 - The report must include every item that was in the original submission
 - A file originally submitted via Reporting Central must be resubmitted in Reporting Central
 - The initial version of the file(s) being revised must be replaced
 - For hard copy revisions, you have the option to submit via mail or Reporting Central
- Branch Verification revisions can be submitted via e-mail if the original was submitted via e-mail

Reminders for 2023

- Legal Entity Identifiers (LEIs)
 - List only active LEIs
 - 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 “Submit” after selecting “Done” in Reporting Central so that your report is submitted

Reminders for 2023

- 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”

Full Submissions

- References to “full” submissions mean every item required as determined by your responses on the checklist
 - Includes cover page and checklist
 - Annual report (can be provided later)
 - All items that changed from the prior year

FR Y-6 Files in Reporting Central

- Files must be submitted under the top-tier holding company's RSSD
- 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

FILE NAMES

FR Y-6 File Names

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

FRY6_123456_Full_Initial_Public_20171231_1 of 1

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

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

REPORT FORM REVIEW

Report Form

- Submitting form outdated report form
 - The expiration date of the current form is November 30, 2025

FR Y-6
OMB Number 7100-0297
Approval expires November 30, 2025
Page 1 of 3

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

Cover Page

Figure #1

Date of Report (top-tier holding company's fiscal year-end):

Month / Day / Year

- Must include Fiscal Year-end date

Cover Page

Figure #2

- Confidentiality indicator must be completed

| | | |
|---|-------|--------------------------|
| Is confidential treatment requested for any portion of this report submission? | 0=No | |
| | 1=Yes | 0 |
| 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 | | <input type="checkbox"/> |
| 2. a letter justifying this request has been provided separately | | <input type="checkbox"/> |
| NOTE: Information for which confidential treatment is being requested must be provided separately and labeled as "confidential." | | |

Checklist Page

- **Must select the Annual Report indicator if applicable**

Figure #3

Report Item 1: Annual Report to Shareholders

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

Checklist Page

Checklist

The checklist below is provided to assist the holding company in filing all the necessary responses and verifying changes from the prior year to the various report items. The completed checklist should be submitted with the report. Please see section A of the General Instructions for additional guidance.

Verification of Changes

All Reporters must respond to the following questions by checking the Yes or No box below, as appropriate.

Did the holding company have changes to any reportable FR Y-6 items (2a, 2b, 3, or 4) from the prior year?

Yes No

If checked Yes, complete the remaining checklist for Report Items 2a, 2b, 3, and 4. For each Report Item, indicate whether there are changes from the prior year by checking Yes or No below. See section A of the General Instructions for additional information.

Report Item 2a: Organization Chart

Yes No

If checked Yes, the Reporter must submit the organization chart as specified in Report Item 2.a instructions.

Report Item 2b: Domestic Branch Listing

Yes No

If checked Yes, the Reporter must submit the domestic branch listing as specified in Report Item 2.b instructions.

Report Item 3: Securities Holders

Yes No

If checked Yes, the Reporter must submit the information as specified in Report Item 3 instructions.

Report Item 4: Insiders

Yes No

If checked Yes, the Reporter must submit the information as specified in Report Item 4 instructions.

Checklist Page

- All firms complete the first yes/no question
 - If you answer yes, then complete the 4 remaining yes/no questions
 - If you answer no, then do not complete the 4 remaining yes/no questions

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.

| | |
|---|---|
| <input type="text"/> Legal Title of Subsidiary Holding Company | <input type="text"/> Legal Title of Subsidiary Holding Company |
| <input type="text"/> (Mailing Address of the Subsidiary Holding Company) Street / P.O. Box | <input type="text"/> (Mailing Address of the Subsidiary Holding Company) Street / P.O. Box |
| <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code | <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code |
| <input type="text"/> Physical location (if different from mailing address) | <input type="text"/> Physical location (if different from mailing address) |
| <input type="text"/> Legal Title of Subsidiary Holding Company | <input type="text"/> Legal Title of Subsidiary Holding Company |
| <input type="text"/> (Mailing Address of the Subsidiary Holding Company) Street / P.O. Box | <input type="text"/> (Mailing Address of the Subsidiary Holding Company) Street / P.O. Box |
| <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code | <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code |
| <input type="text"/> Physical location (if different from mailing address) | <input type="text"/> Physical location (if different from mailing address) |

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

Item 1 – Annual Report to Shareholders

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

Report Item 1: Annual Report to Shareholders

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

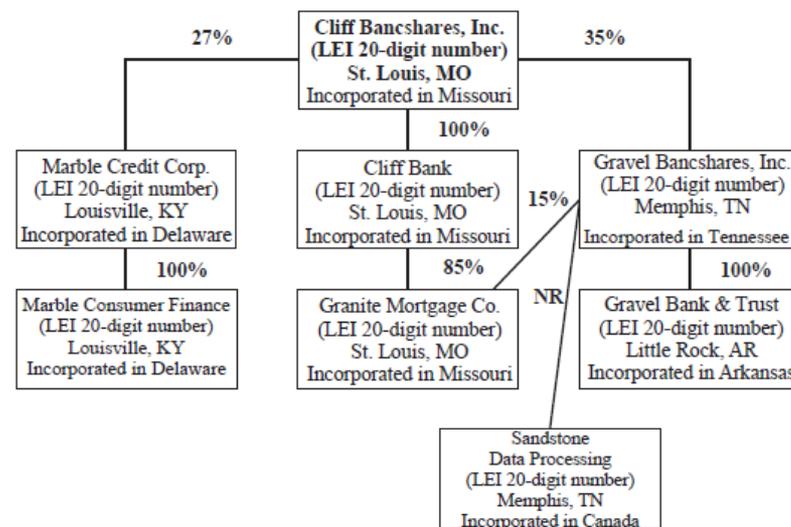
Item 2A – Organization Chart

- 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

Form FR Y-6
 Cliff Bancshares, Inc.
 St. Louis, Missouri
 Fiscal Year Ending December 31, 20XX

Report Item

- 1: The bank holding company prepares an annual report for its securities holders and is not registered with the SEC. As specified by the appropriate Reserve Bank, XX copies are enclosed.
- 2a: Organizational Chart



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
- Please ensure the branch verification date is the same as your fiscal year end

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 the

Reconciliation and Verification Steps

1. In the Data Action column of each branch row, enter one of the following:
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 the print preview.

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 name in the subject line.

Note:

To satisfy the FR Y-10 reporting requirements, you must also file 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 | B |
|-------------|----------------|----------------------------|---|
| OK | | Full Service (Head Office) | |
| OK | | Full Service | |
| ADD | 8/14/2015 | LIMITED SERVICE BRANCH | |
| ADD | 4/1/2015 | 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
- The 5% holders will include all insiders with 10% holdings

Item 4 - Insiders

Example Format and Guidance

SAMPLE

Report Item 4: Insiders

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

Form FR Y-6
Legal Title of Holding Company
Fiscal Year Ending December 31, 20XX

| (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 be 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 a 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

- Exclude names of any individual under the age of 18
 - Name should be replaced with “Minor child”

Most Important Things to Remember...

- Every item on the FR Y-6 must have a response, even if it is “N/A”, unless the checklist indicates the item is not required due to not changing from the prior year
- 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
- 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.frb services.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 side of the main Reporting Central page.
2. The Search for a Report section can be used to locate previous submissions.

Reporting Central
Build: 4.2.0 (11/21/2017 02:07 AM) [revision: 6169/78174] Accessibility (off) Logout

Reporting Status

Reporters: 796075-FEDERAL RESERVE BK OF PHILDELPHIA

Home

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.

Enter/View a Report

Reporter ID: 796075-FEDERAL RESERVE BK OF PHILDELPHIA
Series: 1
As of Date: 12/31/20

Upload a File of Report Data

Specify a file to upload
File:

Search for a Report

Reporter ID: 796075-FEDERAL RESERVE BK OF PHILDELPHIA
Series: All Series
As of Dates: Most Recent Other
Reports: Latest Version for Reporter Reporters with Missing Report Advanced Search

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: | |
| Asof 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:

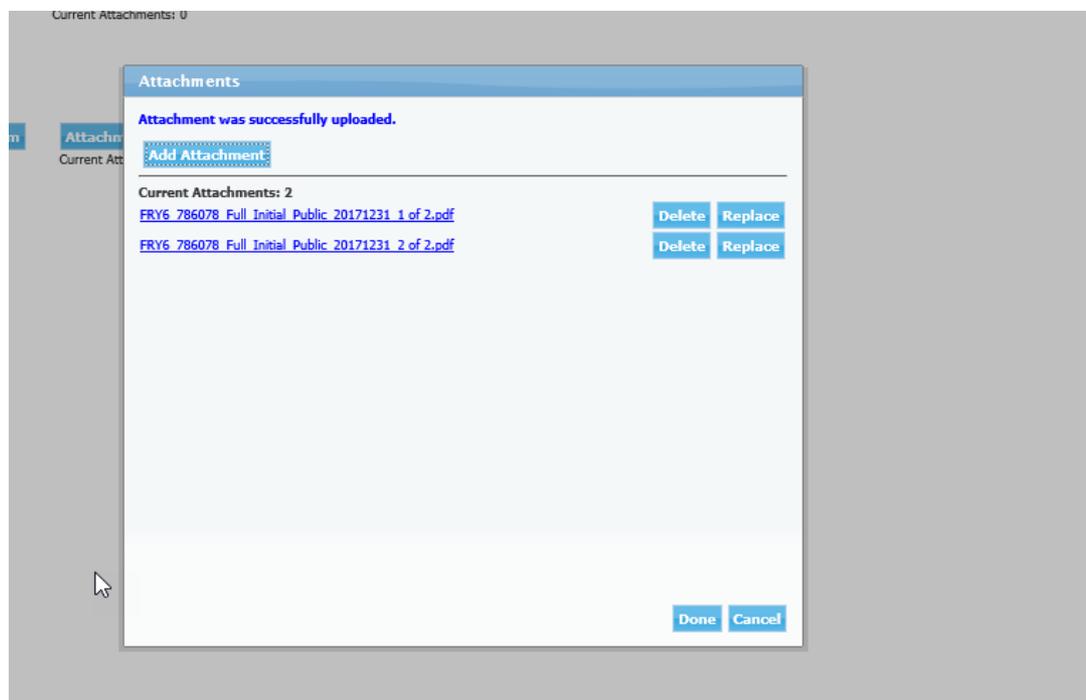
Add Attachment

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) | Logout 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 PHLDLPH | 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 side of the page.

The screenshot displays the Reporting Central interface. At the top, the title "Reporting Central" is visible, along with the build information "Build: 4.2.0 (11/21/2017 02:07 AM) (revision: 6169/78174)" and an "Accessibility (off) - Logout" link. The main content area is divided into two sections: "Reporting Status" on the left and "Enter/View a Report" on the right.

Reporting Status: This section shows the "Home" page for the reporter "786078-FEDERAL RESERVE BK OF PHLDLPH". A table lists report activity for the Asof Date "12/31/2017". The table has columns for "Asof Date", "Recent Activity", and a count. A red "1" is placed over the "View" link in the "Recent Activity" column.

| Asof Date | Recent Activity | |
|------------|---------------------------------------|---|
| 12/31/2017 | Report submitted View | 2 |

Enter/View a Report: This section contains three sub-sections: "Enter/View a Report", "Upload a File of Report Data", and "Search for a Report".

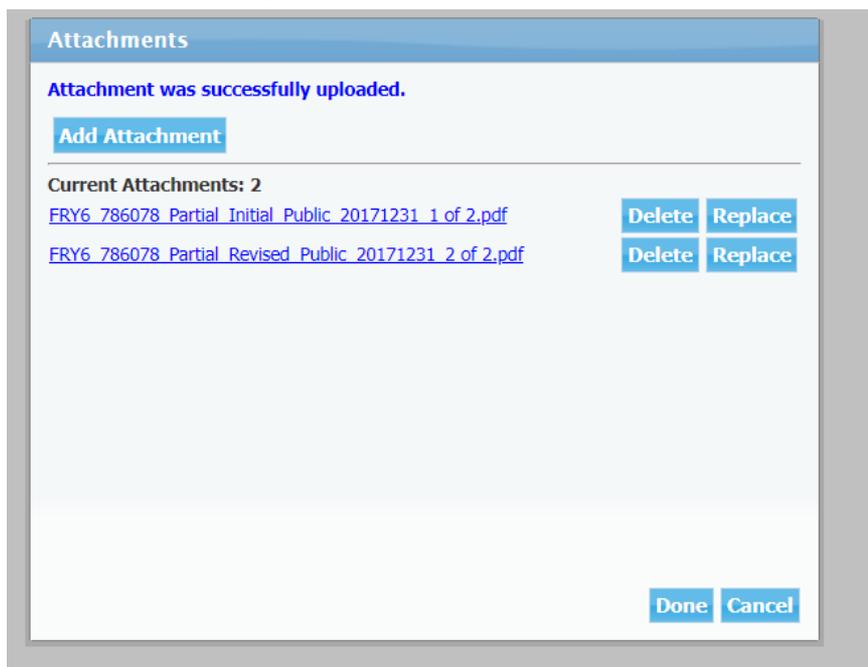
Enter/View a Report: This section allows users to enter or view a report. It includes fields for "Reporter ID" (786078-FEDERAL RESERVE BK OF PHLDLPH), "Series" (Select a series...), and "Asof Date". A "Continue" button is present.

Upload a File of Report Data: This section allows users to upload a file of report data. It includes a "Specify a file to upload" field, a "File" input field, a "Browse..." button, and a "Load" button.

Search for a Report: This section allows users to search for a report. It includes fields for "Reporter ID" (786078-FEDERAL RESERVE BK OF PHLDLPH), "Series" (All Series), and "Asof Date" (Most Recent, Other). It also includes radio buttons for "Reports" (Latest Version for Reporter, Reporters with Missing Report, Advanced Search) and a "Search" button. A red "2" is placed over the "Search" button.

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)



REPORTING CENTRAL CREDENTIALING

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
 - John Opalack 215-574-6159
 - Michael Zhang 215-574-4119
 - Jeff Willis 215-574-6588
- Reporting Central
 - Lauren Berlin 215-574-6184
 - 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