



January 26, 2024

To: Individuals Responsible for Preparing the Annual Report of Foreign Banking Organizations (FR Y-7)

The FR Y-7 is filed by foreign banking organizations (“reporters”) and is due within four (4) months of the reporter’s fiscal year-end date. If the deadline falls on a weekend or holiday, it is moved to the next business day.

2024 FR Y-7 Due Dates	
Fiscal Year-End Date	Due Date
October 31, 2023	February 29, 2024

### Report Preparation Instructions

New forms and instructions should be accessed yearly at <http://www.federalreserve.gov/reportforms> to ensure compliance with updates. Institutions may subscribe to the Federal Reserve Board’s e-mail notification service to receive alerts regarding report forms and instructions updates at <http://www.federalreserve.gov/reportforms/whats-new.htm>. These updates include changes related to proposed and existing data collections and final reporting forms and instructions.

### Submission Format

A hard copy FR Y-7 is required and can be sent via US mail or other delivery service. Email, fax, and other electronic submission methods are not permitted. Though not required, we recommend that you obtain tracking/proof of delivery for your FR Y-7. Send one completed report to:

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

### Extension Requests

When any item of the FR Y-7 report cannot be completed by the FR Y-7 deadline, reporters are required to send an extension request at least thirty (30) calendar days before the submission deadline. The request must include a reason and the date on which the information will be filed. If the request is for Report Item 1(a) – Financial Statements, the FBO should still send preliminary statements by the due date and then send finalized statements within thirty (30) calendar days, even if the extension is granted. Please note that the request must be approved by the Federal Reserve to be effective, and extensions beyond thirty (30) days will not be granted.

### Additional FR Y-7 Information

- We encourage you to pull your organization’s hierarchy at <https://www.ffiec.gov/NPW>, or view your Organization Chart in FR Y-10 Online, and compare it to your records when preparing Report Item 2(a) – Organization Chart. Please report discrepancies to us as soon as possible.



- The FR Y-7 report is considered a public document and should **exclude personal information** (e.g., home addresses, social security numbers, birth dates, etc.) that may compromise individuals' personal privacy.
- The FR Y-7 must be signed by an officer of the reporter who has the authority to make representations, present factual information, and legally bind the organization with respect to the information set forth in the report.

For questions, please contact Mike Frank at [Mike.Frank@Phil.FRB.org](mailto:Mike.Frank@Phil.FRB.org) or 215-574-3450.  
Thank you.

Sincerely,

*Heather Derbyshire*

Heather Derbyshire  
Assistant Vice President  
Financial Statistics