



January 26, 2024

To: Those responsible for the preparation of the Annual Report of Holding Companies (FR Y-6)

The FR Y-6 is required from all top-tier domestic bank holding companies, savings & loan holding companies, and intermediate holding companies (“reporters”) and must be received by this Reserve Bank within ninety (90) days 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.

FR Y-6 Submission Due Dates	
Fiscal Year End	Due Date
December 31, 2023	April 1, 2024
March 31, 2024	July 1, 2024
June 30, 2024	September 30, 2024
September 30, 2024	December 30, 2024
October 31, 2024	January 29, 2025

### **Submission Instructions**

New FR Y-6 reporting forms and instructions should be accessed yearly at <https://www.federalreserve.gov/apps/reportingforms> to ensure compliance with updates.

### **Report Item 2b – Domestic Branch Listing (Branch Verification)**

Visit <https://structurelists.federalreserve.gov/> to view your Domestic Branch Listing. If no changes occurred to your bank’s branch structure over the past year, you are done with this step. If changes occurred, download the spreadsheet and follow the instructions to complete the verification. Note that the Data Action column must be completed for each row. Include the completed spreadsheet in your FR Y-6 submission (it is not necessary to email the spreadsheet).

Note: If not already submitted, a *Report of Changes in Organizational Structure* (FR Y-10) must be submitted for any change to your organization chart (Report Item 2a) or branch list. FR Y-10 reports are always due within thirty (30) calendar days of any reportable event.

### **Submission Methods**

We encourage you to submit your FR Y-6 electronically via Reporting Central as a PDF attachment. You must have FR Y-6 access in Reporting Central to submit. To obtain access or check your access status, please contact Lauren Berlin at [Lauren.Berlin@Phil.FRB.org](mailto:Lauren.Berlin@Phil.FRB.org) or 215-574-6184, Brendan O’Hara at [Brendan.Ohara@Phil.FRB.org](mailto:Brendan.Ohara@Phil.FRB.org) or 215-574-6365, or Michael Zhang at [Michael.X.Zhang@Phil.FRB.org](mailto:Michael.X.Zhang@Phil.FRB.org) or 215-574-4119.

The FR Y-6 is also accepted in hard copy format. If you choose this method, the entire FR Y-6 report must be sent together. Note that if revisions are required, the entire FR Y-6 report must be re-sent. Send one complete and signed FR Y-6 report to:

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

If you opt to hand deliver your FR Y-6, please notify us one day in advance.

**Additional Information**

- As a publicly available report, **do not include** home addresses, social security numbers, birthdates, etc. that may compromise individuals' privacy.
- Visit our website <https://www.philadelphiafed.org/banking/organizational-structure> to access materials and videos, including those on report preparation and Reporting Central submission.
- All items must contain a response. If an item is not applicable, type "N/A."
- The FR Y-6 must be signed by a senior official who is also a director of the reporter, or by the chairperson of its board of directors. This person must be included in Report Item 4 (Insiders).
- The URL field on the cover page (Page 1) is for the top-tier holding company. If the top-tier holding company does not have its own website or web page, type "N/A."
- The checklist on Page 2 of the report form must be included with your FR Y-6. If a report item did not change since its last submission, do not include it. Doing so will require resubmission.
- 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 2a (Organization Chart). Please report any discrepancies as soon as possible.
- A legal entity identifier (LEI) is required for every entity on the Organization Chart (Report Item 2a). If an entity does not have a LEI, then type "LEI: N/A." Alternately, if no entity in your organization has a LEI, you may include a blanket statement stating such.
- In lieu of percent ownership for all LLCs and partnerships on the org. chart, indicate whether the direct holder is the managing member (MM) or non-managing member (NMM) for LLCs, or the general partner (GP) or limited partner (LP) for partnerships.
- Securities holders who own/control/have the power to vote 10% or more of the reporter are considered principal securities holders and must be included in Report Item 4 (Insiders).
- Do not list job titles in item 4(2) – Principal Occupation. If an insider is retired, provide the occupation from which they retired.

For questions, contact any of the following analysts:

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Sincerely,

*Heather Derbyshire*

Heather Derbyshire  
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