

January 8, 2020

To the Chief Executive Officer of the Holding Company:

It is time to file the FR Y-6, Annual Report of Holding Companies, for fiscal year-end **December 31, 2019**. The FR Y-6 reporting form and instructions are available at <http://www.federalreserve.gov/reportforms/>. Other materials and helpful links can be found on our Structure Reports page at <https://www.minneapolisfed.org/banking/statistical-and-structure-reports/structure-reports>.

**Attached:**

- ❖ **Organization chart** for the top-tier holding company.
- ❖ Reporting Central submission information

**Important:**

- ❖ Please access the Branch Verification Report (for Report Item 2b) at <https://structurelists.federalreserve.gov/>.
- ❖ Please provide a response for each report item. Respond with "none" or "n/a" if applicable.
- ❖ The report must be signed by an individual who is both a senior official and director of the holding company.
- ❖ The FR Y-6 is a public document. Thus, it should exclude personal information that may compromise the personal privacy interests of shareholders and insiders.
- ❖ Any request for confidential treatment of information must meet the requirements and procedures as outlined in the FRY-6 instructions.

**Submission Options:**

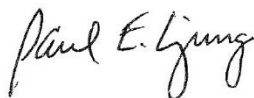
- ❖ **Electronic Submission:** The completed FR Y-6 may be submitted in Portable Document Format (PDF) in the Reporting Central (RC) application. If your holding company has not already enrolled for the FR Y-6 in RC, please submit the RC-1 form to [mpls.statistics@mpls.frb.org](mailto:mpls.statistics@mpls.frb.org) by January 31, 2020.
- ❖ **Paper Submission:** Please **mail** the completed FR Y-6 to the address below by **March 30, 2020**. Be sure to retain a signed copy of the completed report for your files. Reports received late but postmarked on or before March 27, 2020 (3 days prior to the deadline date) will be considered timely.

Federal Reserve Bank of Minneapolis  
Division of Supervision, Regulation, & Credit  
ATTN: National Information Center  
P.O. Box 291  
Minneapolis, MN 55480-0291

**Need Assistance?**

- ❖ Training on the FR Y-6 is available at <https://www.frbatlanta.org/banking-and-payments/reporting/training.aspx>
- ❖ If you have any questions on the FR Y-6, please contact a Statistical & Structure Reports analyst at (612) 204-6445, (888) 887-0926, or [mpls.statistics@mpls.frb.org](mailto:mpls.statistics@mpls.frb.org).

Sincerely,



Paul E. Ljung  
Manager, Statistical & Structure Reporting  
Supervision, Regulation, & Credit Division  
Federal Reserve Bank of Minneapolis

## Reporting Central (RC) File Formats and File Names

For HCs that elect to submit the FR Y6, Branch Verification List, or Annual Report to Shareholders through RC, the system will assist with naming the report file using the following naming convention: Series\_ReporterID\_Data Definition\_Reporting schedule\_Data Classification\_AsofDate\_Document Number\_Total Number of Documents. The submitted will be a PDF file.

1. Report Name: FRY6, Branches, Annual Report
2. Reporter ID: ID\_RSSD for the top-tier holding company with no leading zeroes
3. Data Definition: Full or Partial
4. Reporting schedule: Initial or Revised
5. Data Classification: Public or Confidential
6. As-of Date: YYYYMMDD format
7. Document Number: Number in sequence of documents being submitted (e.g. 1 of 1)
8. Total Number of Documents: The total number of documents being submitted

Examples: FRY6\_1234567\_Full\_Initial Public\_20191231\_1 of 1.pdf  
FRY6\_1234567\_Partial\_Initial\_Public\_20191231\_1 of 2.pdf  
FRY6\_1234567\_Full\_Revised\_Confidential\_20191231\_1 of 1.pdf  
Branches\_1234567\_Full\_Initial\_Public\_20191231\_1 of 1.pdf  
AnnualReport\_1234567\_Full\_Initial\_Public\_20191231\_1 of 1.pdf

Note: The Branch Verification Report can continue to be submitted as an Excel® spreadsheet via email to [mpls.statistics@mpls.frb.org](mailto:mpls.statistics@mpls.frb.org). **This is the only portion of the FR Y-6 acceptable via email.**

## Current Period Revisions

If a HC submits its report through Reporting Central in a PDF file and a portion of that file needs to be revised, the full attachment with the revised data must be included. However, if a HC submits separate files and needs to revise a portion of only one of them, only the attachment that contains the incorrect data needs to be resubmitted in full. Any other attachments do not need to be resubmitted.

## Steps to Set Up Reporting Central Access

The Federal Reserve developed Reporting Central to enhance the overall reporting functionality of the Federal Reserve Banks' data collection and processing activities. These enhancements allow for a more secure, technically advanced, and efficient system that encompasses a single point of entry for electronic submission and file uploads. Financial and nonfinancial institutions access Reporting Central via the [FedLine® Web® access solution](#) to submit reports and gain access to electronic reporting applications, report forms, and instructions. For more information, please visit the [Reporting Central Resource Center](#).

If your HC plans to utilize existing FedLine® subscribers to submit the FR Y-6 report, one of the organization's End User Authorization Contacts (EUAC) will need to complete and submit an [RC-1 form](#) for each individual who will be filing the HC's FR Y-6 report. Please visit the [Set Up Report Access](#) page for complete instructions or contact us for assistance.

If your HC plans to have individuals without existing FedLine® or Reporting Central access submit the FR Y-6 report, please visit the [Reporting Central Application Setup](#) page for instructions and links to the forms that must be completed. Contact the Federal Reserve's [Customer Contact Center](#) with any questions about setting up access to Reporting Central via the FedLine® Web® access solution.

"FedLine Web" and "FedLine" are registered trademarks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at [FRBservices.org](http://FRBservices.org). "Excel" is a registered trademark of Microsoft Corporation.