



FEDERAL RESERVE BANK OF MINNEAPOLIS

Pursuing an economy that works for all of us

Paul E. Ljung
Manager, Statistical & Structure Reporting

January 8, 2021

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, 2020**. 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>.

Important:

- ❖ 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 FR Y-6 instructions.
- ❖ Due to the implementation of additional e-mail security precautions, we are not providing your top-tier company's organization chart (Item 2a) as we have in prior years. Instead, please retrieve your company's organization chart from last year at <https://www.minneapolisfed.org/banking/statistical-and-structure-reports/structure-reports/search-reports> and include it in this year's report, noting any changes that occurred in 2020. Alternatively, you may include your own internally developed organization chart. It must include all of the data elements as required in the report instructions.
- ❖ Access the Branch Verification Report (Item 2b) at <https://structurelists.federalreserve.gov/>.
- ❖ The report deadline is **March 31, 2021** for any of the submission options below.

Submission Options:

- ❖ *Electronic Submission:* The completed FR Y-6 may be submitted in Portable Document Format (PDF) using the [View/Enter a Report](#) option in the Reporting Central (RC) application. Various Reporting Central submission information is attached and located on our Structure Reports page (see link above). 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 by February 15, 2021.
- ❖ *Paper Submission:* Please **mail** the completed FR Y-6 to the address below by **March 28, 2021** (3 days prior to the deadline date) to be considered timely. Reports with USPS postmarks after March 28, 2021 will be considered late. Express delivery through couriers or parcel shipping companies are also accepted.
Federal Reserve Bank of Minneapolis
Division of Supervision, Regulation, & Credit
ATTN: National Information Center
P.O. Box 291
Minneapolis, MN 55480-0291
- ❖ *Email Submission:* As the COVID-19 situation continues, we are accepting the FR Y-6 report via email. If you elect to submit via email, direct your message and attachments to mpls.statistics@mpls.frb.org.
- ❖ Be sure to retain a signed copy of the completed report for your files, regardless of filing method.

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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.

Sincerely,

Attachment:
RC File Formats and File Names



Reporting Central (RC) File Formats and File Names

For HCs that elect to submit all or portions of the FR Y-6 report through RC or through email, you must use the following naming convention when saving and submitting your PDF file(s): Series_ReporterID_Data Definition_Reporting schedule_Data Classification_AsofDate_Document Number_Total Number of Documents.

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_20201231_1 of 1.pdf
FRY6_1234567_Partial_Initial_Public_20201231_1 of 2.pdf
FRY6_1234567_Full_Revised_Confidential_20201231_1 of 1.pdf
Branches_1234567_Full_Initial_Public_20201231_1 of 1.pdf
AnnualReport_1234567_Full_Initial_Public_20201231_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.

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. 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.

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