

HELPFUL HINTS



Use these helpful hints to ensure the FR Y-6 report is complete and accurate. These are for your use only – You do not need to include this with your completed FR Y-6 report. All reports must include the signed cover page, checklist, tiering page (if applicable), and a copy of the annual report to shareholders (if it meets the reporting criteria). Only submit report items 2-4 if they have changed from the prior year's report submission. We cannot accept unchanged report items.

Cover Page/Checklist

- Signature and date and report date (An individual of the holding company who is a senior official and director)
- Holding company name and address
- Contact name, phone number, fax number, email address
- Holding company's web page address ("none" or "n/a" if applicable)
- Request for confidentiality (check box). If confidentiality is requested, mark the sub-points and follow the confidentiality requirements in the report instructions.
- Status of Annual Report to Shareholders (check box)
- Respond to the first Verification of Changes question and respond to the applicable other checkboxes

Report Item 2a – Organization Chart

- Send in an organization chart including the legal name, city, state, percentage of ownership or member interest, the state of incorporation, and the Legal Entity Identifier (20-Character LEI Code) ("none" or "n/a" if applicable). Submit the appropriate FR Y-10, Report of Changes in Organizational Structure, if applicable.

Report Item 2b – Office/Branch Verification

- Visit <http://structurelists.federalreserve.gov> and download the list for each bank. Note any changes or mark "ok" for each record. Each bank's main office is reflected as a "branch." Submit the branch verification only if there are changes from the prior year's submission. Also submit the appropriate FR Y-10, Report of Changes in Organizational Structure, if applicable.

Report Item 3 – Securities Holders

Do not include any personal or sensitive information (street address, social security number, date of birth, details of how shares are held)

- 1.a. Name, city, state
- 1.b. Country of citizenship/incorporation
- 1.c. Number and percentage of shares in holding company
- 2. List shareholders not listed in item 3(1) that controlled 5% or more during the year ("none" or "n/a" if applicable)

Report Item 4 – Insiders

Do not include any personal or sensitive information (street address, social security number, date of birth, less than 25% ownership in other businesses)

- 1. Name, city, state
- 2. Principal occupation
- 3.a. Title or position with holding company
- 3.b. Title or position with subsidiaries
- 3.c. Title or position with other businesses
- 4.a. Percentage of shares in holding company
- 4.b. Percentage of shares in subsidiaries
- 4.c. Percentage of shares in other businesses if greater than 25%