

## HELPFUL HINTS



Use these helpful hints to ensure the FR Y-6 Report is complete and accurate. Each item requires a response (“none” or “n/a” if applicable). These are for your use only – you do not need to include this with your completed FR Y-6 report.

### Cover Page

- Signature and date and report date
- Bank holding company name and address
- Status of Annual Report to Shareholders (check box)
- Request for confidentiality. If confidentiality is requested, mark the sub-points and follow the confidentiality requirements in the report instructions.
- Contact name, phone number, fax number
- Contact email address
- Bank holding company’s web page address (“none” or “n/a” if applicable)

### Report Item 2a – Organization Chart

- Return the provided organization chart (or include own organization chart) and note any changes or new information including the effective date. Send a FR Y-10, Report of Changes in Organizational Structure, if applicable.

### Report Item 2b – Office/Branch Verification

- Send in a branch listing from <http://structurelists.federalreserve.gov>. Download the list for each bank, and note any changes or mark "ok" for each record. Each bank's main office is reflected as a "branch". Send a 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
- 1.c. Number and percentage of shares in bank 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 bank holding company
- 3.b. Title or position with subsidiaries
- 3.c. Title or position with other businesses
- 4.a. Percentage of shares in bank holding company
- 4.b. Percentage of shares in subsidiaries
- 4.c. Percentage of shares in other businesses if greater than 25%