

## Frequently Asked Questions (FAQs) — Branch Reconciliation

---

### 1. Why are FR Y-6 Reporters required to reconcile their branch information with current Federal Reserve records?

The Federal Reserve published its proposal to add this item to the Organization Chart of the FR Y-6 report in the *Federal Register* dated January 11, 2007. Report Item 2b was added so the Federal Reserve could assess banking presence in the relevant markets when analyzing proposed mergers or performing Community Reinvestment Act examinations. The Federal Reserve will use this verification to ensure that its records are current. Collecting domestic branch information on the FR Y-6 Report Item 2b and on the FR Y-10 Domestic Branch Schedule will ensure that the Federal Reserve is using data that accurately reflect an institution's current branch network.

### 2. How do I report branch information to the Federal Reserve?

Use the website located at <http://structurelists.federalreserve.gov> to generate a list of branches for your institution's subsidiary(s) based on Federal Reserve records as of a selected date. After reconciling your institution's information against the Federal Reserve's Branch List, submit the Branch List via *electronic submission* to your FRB contact (refer to the Federal Reserve Contact List on the website). If you are unable to submit the Branch List electronically, you may submit a *hard copy* of the Branch List(s). However, please do not submit Branch Lists via facsimile because they will not be accepted.

### 3. What is the reporting deadline for the verified Branch List?

The reconciled Branch List has the same deadline as the FR Y-6 report: both must be received by the FRB no later than **90 calendar days following the fiscal year-end**. Reporters are encouraged to file the Branch List early, if possible.

### 4. What if there are NO discrepancies between information listed on the Federal Reserve's Branch List and the actual branch information for my institution's subsidiary(s)?

If there are NO discrepancies between the Federal Reserve's Branch List generated by this website and the actual branch information for your institution's subsidiary(s), you must still submit the Branch List to satisfy the Report Item 2b requirement of the FR Y-6; however, you are only required to enter "OK" in the *Data Action* column for each branch row on the spreadsheet.

### 5. What if there is a discrepancy between information listed on the Federal Reserve's Branch List and the actual branch information for my institution's subsidiary(s)?

If there are any discrepancies between the Federal Reserve's Branch List generated by this website and the actual branch information for your institution's subsidiary(s), you must reconcile the Branch List to satisfy the Report Item 2b requirement of the FR Y-6, and you must also file FR Y-10 Domestic Branch Schedule(s) to notify us of the change(s). Changes to your institution's domestic branch information are reportable on the FR Y-10 on an event-generated basis.

### 6. How do I report a change to the main branch (Head Office) information on the Branch List?

Changes to the main branch (Head Office) information must be noted on the Branch List. In addition, a FR Y-10 Banking Schedule or Savings and Loan Schedule must be submitted to notify us of the changes to your institution's Head Office.

## Frequently Asked Questions (FAQs) — Branch Reconciliation

---

### 7. Which branch types are reportable on Report Item 2b?

The following are reportable branch types:

- Full Service
- Limited Service
- Trust
- Electronic Banking

### 8. Which branch types are NOT reportable on Report Item 2b?

The following are NOT reportable branch types:

- Administrative offices
- Loan production offices
- Consumer credit offices
- Stand-alone ATMs
- Contractual offices
- Customer Bank Communications Terminals (CBCT), and
- Electronic Fund Transfer Units (EFTU)

### 9. The website asks me to choose an effective date for the institution list. Which date do I choose?

Select the fiscal year-end date for your top-tier bank holding company or savings and loan holding company. If your fiscal year-end date for your top-tier holding company is not listed in the drop-down menu, choose an effective date for the institution using the following criteria:

<b>Fiscal Year-End</b>	<b>Select</b>
12/31/2013 to 03/30/2014	12/31/2013
03/31/2014 to 06/29/2014	03/31/2014
06/30/2014 to 09/29/2014	06/30/2014
09/30/2014 to 12/30/2014	09/30/2014
12/31/2014 to 03/30/2015	12/31/2014

Please see the following examples of appropriate effective dates, using the criteria above, for holding companies where the effective dates are not listed in the drop-down menu:

- If the fiscal year-end of your top-tier holding company is 1/31/2014, select 12/31/2013 from the drop-down menu as the effective date.
- If the fiscal year-end of your top-tier holding company is 8/31/2014, select 6/30/2014 from the drop-down menu as the effective date.

### 10. Are confidential data displayed on this site?

No. Information displayed on this website does not contain confidential data.

### 11. Which Federal Reserve Bank do I send the verified Branch List to?

Your verified Branch List must be filed with the Federal Reserve Bank that is responsible for collecting your organization's FR Y-6 reports.