I. GENERAL INSTRUCTIONS

The website located at http://structurelists.federalreserve.gov must be used to complete your organization’s Report Item 2b requirement for the FR Y-6. Using this site, you will generate a list of all the domestic branches (“Branch List”) for each individual depository institution (“Head Office”) within your organization, including commercial banks, savings associations, and Edge Act or Agreement corporations, based on current Federal Reserve records.

STEPS

Complete the FR Y-6 Report Item 2b requirement by following the steps below:

STEP 1: Generate a Branch List for your institution’s subsidiary(s)

STEP 2: Download and save the corresponding spreadsheet

STEP 3: Verify the Depository Institution’s Branch List

STEP 4: Send your FRB contact a verified and reconciled list of branches

For more information, please see specific instructions on this process below.

FORMAT

Your FRB contact will accept Branch Lists that are generated only through this website OR that follow the same format as the spreadsheets provided on this website, provided such Branch Lists contain the same initial information as contained on the listings generated using this website. The FRB contact will NOT accept listings that do not follow this format (e.g., printouts from the bank’s
website, internal branch lists, branch lists from other agencies) to satisfy Report Item 2b of the FR Y-6.

**Note:** This site may only be used to satisfy Report Item 2b of the FR Y-6 report. This site may NOT be used to submit Report Items 1, 2a, 3, and 4.

**SUBMISSION**

Submit Branch List(s) via *electronic submission* to your FRB contact (refer to the Federal Reserve Contact List on the website). The Branch List must be *received* no later than 90 calendar days following the fiscal year-end of the top-tier holding company, the due date for the FR Y-6 report in its entirety.

You are encouraged to submit your organization’s Branch List early. If submitted early, mark “Submitted early via email or Reporting Central (or separately) on (insert date submitted)” on the FR Y-6 report under Report Item 2b.

While electronic submission of the Branch List is preferred, you may submit a *hard copy* of the Branch List(s). If you submit a hard copy of the Branch List(s), please ensure that you allow sufficient time for delivery, so that delivery is received no later than 90 calendar days following the fiscal year-end of the top-tier holding company. Please do not submit Branch Lists via facsimile because they will not be accepted.

**FR Y-10 REPORTING REQUIREMENT**

Pursuant to FR Y-6 Item 2b, the Branch List is required to be generated for your organization and submitted to your FRB on an annual basis, even if there are no changes to the Branch List from year to year. If there are any discrepancies between the Branch List generated by this website and your actual branch data, you must reconcile those discrepancies and update the Branch List to satisfy your FR Y-6 Report Item 2b requirement, and you must also file FR Y-10 Domestic Branch Schedules to notify us of the changes.
II. SPECIFIC INSTRUCTIONS

STEP 1: Generate a Branch List for Your Institution’s Subsidiary(s)

To generate your organization’s Branch List, you can search by:

• ID_RSSD (the Federal Reserve’s unique identifier), OR
• The name of your Bank Holding Company (BHC), Savings and Loan Holding Company (SLHC), or Depository Institution’s Head Office(s).

TO FIND AN INSTITUTION BY ID_RSSD:

1. Enter the ID_RSSD. This identifier can be up to 10 digits in length, and there is no need to enter the leading zeros.
2. Select the fiscal year-end date for your institution. *
   * For an institution with a fiscal year-end date that is not listed in the drop-down menu, choose an effective date for the institution list using the following criteria:

<table>
<thead>
<tr>
<th>Fiscal Year-End</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2013 to 03/30/2014</td>
<td>12/31/2013</td>
</tr>
<tr>
<td>03/31/2014 to 06/29/2014</td>
<td>03/31/2014</td>
</tr>
<tr>
<td>06/30/2014 to 09/29/2014</td>
<td>06/30/2014</td>
</tr>
<tr>
<td>09/30/2014 to 12/30/2014</td>
<td>09/30/2014</td>
</tr>
<tr>
<td>12/31/2014 to 03/30/2015</td>
<td>12/31/2014</td>
</tr>
</tbody>
</table>

Please see the following examples of appropriate effective dates, using the criteria above, for institutions 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.

3. Click the Search button.
If you searched by the ID_RSSD of your bank holding company or savings and loan holding company, continue to the SEARCH RESULTS FOR A BANK HOLDING COMPANY (BHC) OR A SAVINGS AND LOAN HOLDING COMPANY (SLHC) section of these instructions.

If you searched by the ID_RSSD of your Depository Institution (Head Office), continue to the SEARCH RESULTS FOR A DEPOSITORY INSTITUTION (HEAD OFFICE) section of these instructions.
TO FIND AN INSTITUTION BY TYPE AND NAME:

1. Leave ID_RSSD field blank.

2. Select Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC) or Depository Institution (Head Office).

3. Enter institution’s name and location. If location is unknown, choose All Locations.

4. Select the fiscal year-end date for your institution. (*See note on previous page.)

5. Click the Search button.

- If you selected “Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC)” as your search type, continue to the SEARCH RESULTS FOR A BANK HOLDING COMPANY (BHC) OR A SAVINGS AND LOAN HOLDING COMPANY (SLHC) section of these instructions.

- If you selected “Head Office” as your search type, continue to the SEARCH RESULTS FOR A DEPOSITORY INSTITUTION (HEAD OFFICE) section of these instructions.

SEARCH RESULTS FOR A BANK HOLDING COMPANY (BHC) OR A SAVINGS AND LOAN HOLDING COMPANY (SLHC):

If you searched by the ID_RSSD of your bank holding company or savings and loan holding company, or selected “Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC)” as your search type, a list of BHCs or SLHCs that match the search criteria will appear.

Click on the ID_RSSD link next to your holding company’s name.
A list of the BHC’s or SLHC’s subsidiary Head Offices will be displayed.

You will then be able to:

1) View/download a consolidated Branch List for all of the Head Offices by clicking on the **Click here to get a consolidated branch listing for this holding company** link, OR

2) View/download the Branch List for each Head Office by clicking on the **Head Office ID_RSSD** link next to the Head Office’s name.

➢ Continue to **STEP 2** to download and save the Branch List.

**SEARCH RESULTS FOR A DEPOSITORY INSTITUTION (HEAD OFFICE):**

If you searched by the ID_RSSD of your depository institution (head office) or selected “Head Offices” as your search type, a list of Head Offices that match the search criteria will appear.

**Note:** If a Head Office is directly or indirectly controlled by multiple BHCs or SLHCs, that Head Office will be listed more than once in the search results page.
Click on the **Head Office ID_RSSD** link next to your BHC’s or SLHC’s Depository Institution’s name.

The Branch List for the Head Office will be displayed.

- Continue to **STEP 2** to download and save the Branch List.
STEP 2: Download and Save the Corresponding Spreadsheet

Once the “Branches for Selected Institution” page or the “All Branches for Selected Holding Company” page is displayed, click on the Download List to Excel link (blue button) to download and save the Branch List.

Follow the instructions on the “Download to Excel File” page to save a copy of the Branch List as an Excel Workbook on your computer.
This document contains instructions on how to verify the Depository Institution's Branch List.

**STEP 3: Verify the Depository Institution's Branch List**

Go to the folder on your computer where you saved the Branch List as an Excel Workbook.

Double-click on the file name to open the Branch List in Excel.

If you encounter any difficulties downloading and opening the Excel Workbook, please refer to the Frequently Asked Questions (FAQ) — Download Troubleshooting link to address potential difficulties that could arise.

A sample Branch List in Excel format is displayed below.
There are instructions at the top of the downloaded spreadsheet on how to indicate that there are discrepancies between your actual branch data and the Branch List you generate from this website. Follow the instructions provided on the spreadsheet – and the supplemental instructions provided below - to verify your depository institution’s Branch List.

**SORTING THE BRANCH LIST (Optional)**

You can sort the spreadsheet in the order that is most convenient for you. By default, the Branch List is sorted by Head Office name and then by branch location (state/city).

**PRINTING THE BRANCH LIST (Optional)**

If you wish to print the Branch List, you may need to adjust your page setup in Microsoft Excel. Try using landscape orientation, page scaling, and/or legal sized paper.

**VERIFYING THE BRANCH LIST**

Perform a branch-by-branch comparison between your actual branch data and the Branch List generated from this website.

For each branch row:

1) Enter the applicable Data Action—OK, Change, Close, Delete, or Add. See below for examples on how to report each data action. For additional verification and reporting requirements, refer to Report Item 2b (Domestic Branch Listing) of the FR Y-6 instructions.

2) Revise or add information if any of the data is incorrect or missing. Please note, the columns Branch ID_RSSD, FDIC UNINUM, Office Number, and Head Office ID_RSSD are for Federal Reserve reference only. Please do not revise these values.

3) Enter the Effective Date for any reportable action other than OK or Delete.

**Note:** The Branch List only includes the following branch types: full service, limited service, trust, and electronic banking. Please refer to Report Item 2b (Domestic Branch Listing) of the FR Y-6 instructions for additional information.
DATA ACTIONS

Use the following data actions to verify your branch list:

- **OK**
- **Change**
- **Close**
- **Delete**
- **Add**

A detailed description for each action is listed below.

**Data Action — OK**

This data action is used to report that the branch information downloaded is correct.

In the **Data Action** column next to the branch information that is correct as downloaded, enter “**OK**.”

**Data Action — Change**

This data action is used to report that a branch listed on the spreadsheet has incorrect information.

1. In the **Data Action** column next to the branch that has incorrect information, enter “**Change**.”

2. Revise the incorrect information. You may also enter a comment in the **Comments** column to reference the type of change.

3. In the **Effective Date** column, enter the effective date for the change.
**Data Action — Close**

This data action is used to report that a branch listed on the spreadsheet has closed or has been sold.

1. In the **Data Action** column next to the branch that has closed or has been sold, enter “Close.”

2. In the **Effective Date** column, enter the effective date for the branch closure or branch sale.

3. You may enter a comment in the **Comments** column to reference the type of change.

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**Data Action — Delete**

This data action is used to report that a branch listed on the spreadsheet never existed or never has been owned by this depository institution.

In the **Data Action** column next to the branch that never existed or never has been owned by this depository institution, enter “Delete.” Do NOT remove the row from the spreadsheet as the Federal Reserve will need this information to delete the branch from its records.
Data Action — Add

This data action is used to report that a reportable branch is missing from the spreadsheet.

1. Insert a new row at the bottom of this spreadsheet.

2. In the Data Action column, enter “Add.”

3. In the Effective Date column, enter the effective date for the branch opening or acquisition.

4. Enter the required information for the branch. You may also enter a comment in the Comments column to reference the type of change.

Note: The columns Branch ID_RSSD, FDIC UNINUM, Office Number, and Head Office ID_RSSD are not required. For a list of branch service types that are included in the spreadsheet, please refer to Report Item 2b (Domestic Branch Listing) of the FR Y-6 instructions.
A completed and verified Branch List Sample in Excel format is displayed below.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Branch: A list of branches for your depository institution: XYZ BANK (RLRSSD: TMDW9026).</td>
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<tr>
<td>2</td>
<td>This document contains information as of July 31, 2017. For the most recent information, refer to the FR Y-10, the Y-6 data verification instructions, and the FR Y-10-101.</td>
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<td>The data are as of 2017.</td>
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<td>4</td>
<td>1 Reconciliation and Verification Steps</td>
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<td>5</td>
<td>1. In the Data Action column, enter one of the values specified below:</td>
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<td>6</td>
<td>a. New</td>
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<td>7</td>
<td>b. Corrected</td>
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<td>c. Deleted</td>
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<td>9</td>
<td>d. Revised</td>
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<td>10</td>
<td>2. Enter the branch data in the Effective Date column.</td>
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<td>11</td>
<td>3. Actions</td>
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<td>12</td>
<td>a. OK: If a branch is known to exist, enter OK in the Data Action column.</td>
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<td>13</td>
<td>b. Change: If the data information is incorrect or missing, enter the data, enter Change in the Data Action column and the correct data information in the Effective Date column.</td>
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<td>14</td>
<td>c. Close: A branch that was closed or deleted, enter Close in the Data Action column and the close or delete date in the Effective Date column.</td>
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<td>15</td>
<td>d. Add: If a branch is new, enter Add - <em>New</em> in the Data Action column and the opening or acquisition date in the Effective Date column.</td>
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<td>16</td>
<td>4. By completing the list, you may need to submit your report to the FR Y-10. You may also need to submit your report to the FR Y-10.</td>
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<td>17</td>
<td>5. Submission Procedure</td>
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<td>18</td>
<td>6. When you are finished, submit your report to the FR Y-10. See the submission procedure on the Y-6 data verification instructions for further information.</td>
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<td>19</td>
<td>7. If you are submitting a report to the FR Y-10, you may need to submit your report to the FR Y-10. See the submission procedure on the Y-6 data verification instructions for further information.</td>
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<td>20</td>
<td>8. To comply with the FR Y-10 reporting requirements, you must also submit a FR Y-10 Domestic Branch Schedule for each branch with a Data Action of Change, Close, Delete, or Add.</td>
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<td>21</td>
<td>9. The FR Y-10 schedule may be submitted in a database format or via the FR Y-10 Online application: <a href="https://fdic.gov/fry10online/index.cfm">https://fdic.gov/fry10online/index.cfm</a>.</td>
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<td>22</td>
<td>10. Note:</td>
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<td>23</td>
<td>11. To comply with the FR Y-10 reporting requirements, you must also submit a FR Y-10 Domestic Branch Schedule for each branch with a Data Action of Change, Close, Delete, or Add.</td>
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<td>24</td>
<td>12. The FR Y-10 schedule may be submitted in a database format or via the FR Y-10 Online application: <a href="https://fdic.gov/fry10online/index.cfm">https://fdic.gov/fry10online/index.cfm</a>.</td>
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<td>25</td>
<td>13. &quot;ReportID_123456_Full_Initial_Public_20161231_1 of 3&quot; i.e.:</td>
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<td>26</td>
<td>Branches_123456_Full_Initial_Public_20161231_1 of 1</td>
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<td>27</td>
<td>Branches_123456_Partial_Initial_Public_20161231_3 of 3</td>
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</tr>
</tbody>
</table>

SAVING THE BRANCH LIST
Save the verified and reconciled Branch List as a Microsoft Excel Workbook (*.xls) using the naming convention provided below.

"ReportID_123456_Full_Initial_Public_20161231_1 of 3" i.e.: Branches_123456 Full_Initial_Public_20161231_1 of 1 Branches_123456 Partial_Initial_Public_20161231_3 of 3

Branches reported on the Branch List with a Data Action of Change, Close, Delete, or Add must also be reported on a FR Y-10 Report (Domestic Branch Schedule).
STEP 4: Send Your FRB Contact a Verified and Reconciled List of Branches

Prior to sending the verified and reconciled Branch List to your FRB contact, please ensure that you have verified and reconciled a Branch List for each reportable Head Office.

The Branch List must be received no later than 90 calendar days following the fiscal year-end of the top-tier holding company, the due date for the FR Y-6 report in its entirety. You may send the verified Branch List(s) electronically or by mail to your designated Federal Reserve contact earlier if you wish.

Refer to the filing instructions provided by the Federal Reserve Bank that is responsible for reviewing your organization’s FR Y-6 report for the available filing methods.

For your convenience, we have provided some basic instructions for sending the Branch List electronically to your Federal Reserve contact.

EMAIL SUBMISSION

If submitting the Branch List(s) via email, attach the Branch List(s) to an email.

In the subject line of the email, put your institution’s name, city and state.
In the email address section, enter the appropriate email address for your FRB contact. Refer to the Federal Reserve Contact List on the website for a list of FRB email addresses.

Send the email. If there are any questions regarding your report submission, Federal Reserve staff will contact your organization’s designated FR Y-6 contact.

**REPORTING CENTRAL SUBMISSION**

Reporting institutions that wish to submit the Branch List(s) electronically using the Federal Reserve’s Reporting Central application should contact their Reporting and Reserves District contact (https://www.frbservices.org/contacts/index.jsp#RR) for instructions.

**MAIL SUBMISSION**

If you are unable to submit the Branch List electronically, you may submit a hard copy of the Branch List(s). If you submit a hard copy of the Branch List(s), please ensure that you allow sufficient time for delivery, so that delivery is received no later than 90 calendar days following the fiscal year-end of the top-tier holding company. Please do not submit Branch Lists via facsimile because they will not be accepted.

**NOTATION ON THE FR Y-6 REPORT**

When your organization files the FR Y-6 report (Report Items 1, 2a, 3, and 4), mark “Submitted electronically (or separately) on (insert date submitted)” for Report Item 2b.

If you have any questions or need assistance at any point in completing or filing the Branch Verification Report, please contact your designated Federal Reserve contact.