

Board of Governors of the Federal Reserve System
2008 Depository Institution Branch Data Verification & Tax ID Collection

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Basic Instructions

- FR Y-6 Reports — Reconcile Domestic Branch Data
- FR Y-10 Reports — Provide Tax ID Numbers**

Please specify the purpose of this visit:

Reconcile Branch Data Provide Tax IDs

I. GENERAL INSTRUCTIONS

The website located at <http://structurelists.federalreserve.gov> should be used to complete your organization's **Tax ID Number** requirement for the FR Y-10. This site will generate a list of all reportable subsidiaries ("Tax ID List") for the FR Y-10 reporting institution based on current Federal Reserve records. A Tax ID number ("TIN") is required for reportable banking and nonbanking entities located in the United States (including any territories of the United States) that have been assigned a TIN by the IRS.

STEPS

Complete the FR Y-10 Tax ID Number requirement by following the steps below:

STEP 1: Generate a Tax ID List for your institution's subsidiary(s)

STEP 2: Download and save the corresponding spreadsheet

STEP 3: Verify the Tax ID List

STEP 4: Send your FRB contact a verified and reconciled Tax ID list

Please see specific instructions on this process below.

FORMAT

Your FRB contact will *only* accept Tax ID Lists that are generated by this website *OR* that follow the same format as the spreadsheets provided on the website. The FRB contact will **NOT** accept versions that do not follow this format (e.g., printouts from the bank's website, internal Tax ID lists, Tax ID lists from other agencies) to satisfy the Tax ID Number requirement of the FR Y-10.

SUBMISSION

Submit Tax ID List(s) via *email* to your FRB contact (refer to the Federal Reserve Contact List on the website). The Tax ID List must be received no later than **March 31, 2009**. You are encouraged to submit your organization's Tax ID List early.

If you are unable to submit the Tax ID List via email, you may submit a *hard copy* (or *other electronic media*) of the Tax ID List(s) via mail.

ADDITIONAL FR Y-10 REPORT REQUIREMENTS MAY ARISE

If the Tax ID List produced by our records is missing a company your organization controls, you must update the Tax ID List to satisfy your FR Y-10 Tax ID Number requirement, and you must also file FR Y-10 Banking or Nonbanking Schedule to notify us of the changes.

II. SPECIFIC INSTRUCTIONS

STEP 1: Generate a Tax ID List for Your Institution and Its Subsidiary(s)

From the homepage, select the **Provide Tax IDs** option.

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Basic Instructions

- FR Y-6 Reports — Reconcile Domestic Branch Data
- FR Y-10 Reports — Provide Tax ID Numbers

Please specify the purpose of this visit:

Reconcile Branch Data Provide Tax IDs

Tax ID Reporting Instructions and a search box will appear.

Website Instructions
FR Y-10 Reports – Provide Tax ID Numbers

To generate your organization's Tax ID List, you can search by:

- ID_RSSD (the Federal Reserve's unique identifier), *OR*
- The name of your Bank Holding Company (BHC), Foreign Banking Organization (FBO), or subsidiary Head Office.

TO FIND AN INSTITUTION BY ID RSSD:

1. Enter the ID_RSSD.
2. Click the **Search** button.

Tax ID Reporting Instructions

- Using the search functions below, find your institution(s).
- Download and save the company listing in a Microsoft® Excel file (click on the download link).
- For any companies not present on this list, please provide a TAX ID and file the appropriate reports to your local reserve bank.
- Send the Excel file(s) to your FRB contact. Please see the [detailed instructions](#) for more information.

Find an Institution

By ID_RSSD: **1**

OR By Name: Enter all or part of the institution's name:

and its physical location:

and its institution type:

2 

TO FIND AN INSTITUTION BY NAME, LOCATION, AND TYPE:

1. Leave ID_RSSD field blank.
2. Enter institution's name, location, and type. If location is unknown, choose **All Locations**. If institution type is unknown, choose **All Institution Types**.
3. Click the **Search** button

Find an Institution

By ID_RSSD: 1

OR By Name:

Enter all or part of the institution's name: 2

and its physical location:

and its institution type:

3

A list of institutions will appear at the bottom of the page if there are any matches to your search criteria.

Once you have found your institution by **ID_RSSD** or **Name, Location, and Type**, click on the **ID_RSSD** link next to your entity's name.

Results: A list of institutions containing the string 'XYZ' located in: **All Locations**.
The data are as of **12/31/2008**.

Click on an ID_RSSD to see all of its reportable companies.

ID_RSSD	Popular Name	Street Address	City	State	Country
6012345	XYZ BANCORPORATION, INC.	1234 MAIN STREET	LOS ANGELES	CA	UNITED STATES

A list of reportable companies for Tax ID Submission will be displayed. In Step 2, you will be able to view/download a consolidated Tax ID List for this entity and its subsidiaries by clicking on the **ID_RSSD** link next to your top-tier BHC or FBO's name.

STEP 2: Download and Save the Corresponding Spreadsheet

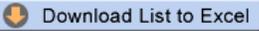
Click on the **Download List to Excel** link (blue button) to download and save the Tax ID List.

Note: If you download a Tax ID List from an entity that is not a top-tier BHC or FBO, your list will not be complete. Please use only top-tier BHC and FBOs to download your Tax ID List.

Reportable Companies for Tax ID Submission Back to Search Results

A list of reportable companies for your institution: **XYZ BANCORPORATION, INC. (6012345) of LOS ANGELES, CA.**
The data are as of **12/31/2008.**

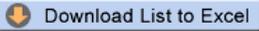
Save a copy of this list by clicking the download button below. **When asked if you would like to open or save this file, choose the 'Save' button.** Using Microsoft® Excel, open the file and follow the instructions. See the detailed instructions (linked above) for more information.

 Page 1 of 1

ID_RSSD	Popular Name	Street Address	City	State	Zip Code	County	Country
6012345	XYZ BANCORPORATION, INC.	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES
6656470	XYZ AMERICAN BANK	9870 MONTGOMERY STREET	SAN FRANCISCO	CA	94105	SAN FRANCISCO	UNITED STATES
7159634	XYZ STATUTORY TRUST I	Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES
7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES
8123456	XYZ MORTGAGE SOLUTIONS	Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES

Follow the instructions on the “*Download to Excel File*” page to save a copy of the Tax ID List as an Excel Workbook on your computer.

Download to Excel File Back to Search Results

Step 1 Click this button to start the download: 

Step 2 When prompted, follow the instructions below.

A. Click the Save button.



B. Choose where to save file (drive and folder) and click the Save button.

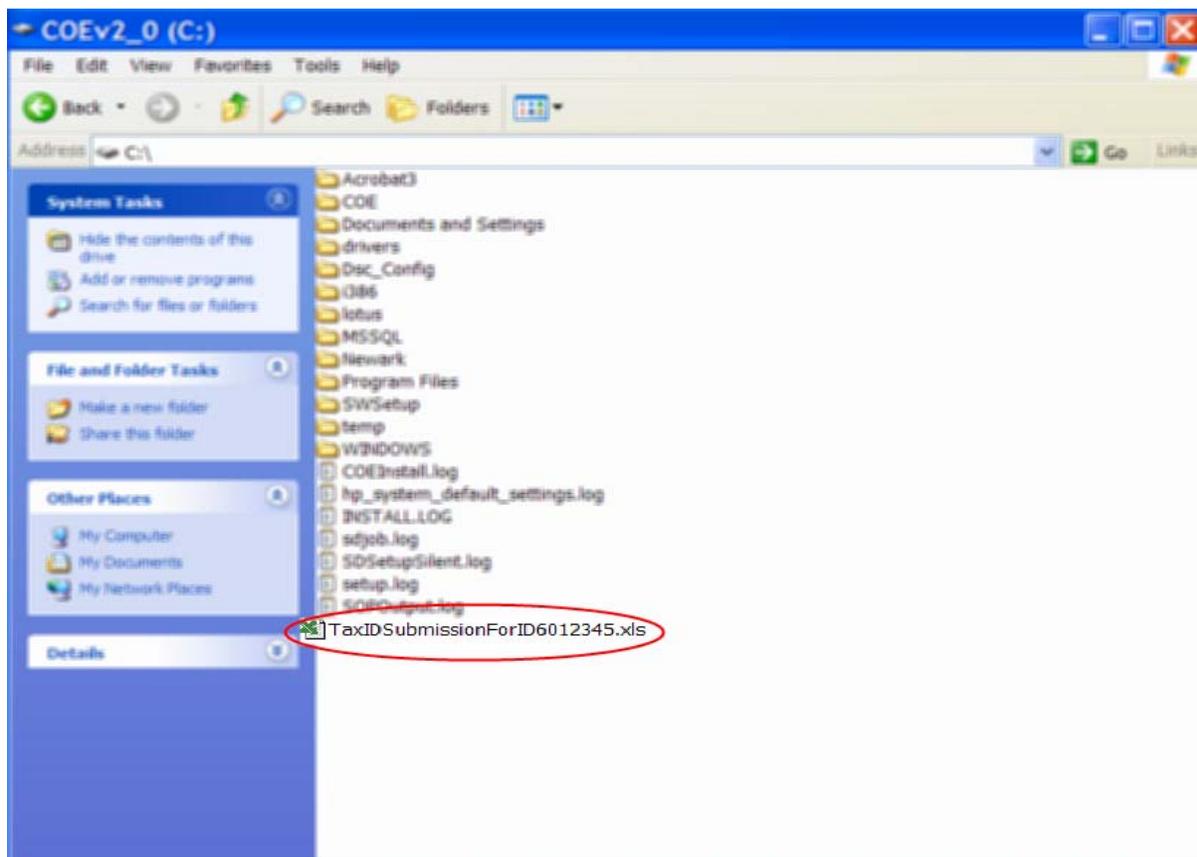


If you click on the **Open** button instead, be sure to save the list from within Excel by going to **File > Save As** in the menu bar, and saving the document as an Excel Workbook.

STEP 3: Verify Your Tax ID List

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

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



If you encounter any difficulties downloading and opening the Excel Workbook, please refer to the **Frequently Asked Questions (FAQ) – Excel** link for workarounds to address potential difficulties that arise.

Website Instructions
FR Y-10 Reports – Provide Tax ID Numbers

A sample Tax ID List in Excel format is displayed below.

1	Cover Page for this Tax ID submission. Please complete as you would a regular FR Y-10 cover page. Then complete the Tax ID portion below.									
2										
3	Submission Date:		<input type="text"/>							
4										
5	Reporter's Name Street and Mailing Address									
6	Legal Name:		<input type="text"/>							
7	Street Address:		<input type="text"/>							
8	City and County:		<input type="text"/>							
9	State/Province, Country:		<input type="text"/>							
10	Zip/Postal Code:		<input type="text"/>							
11										
12	Reporter's Mailing Address (if different from street address):									
13	Mailing City:		<input type="text"/>							
14	Mailing State/Province, Country:		<input type="text"/>							
15	Zip/Postal Code:		<input type="text"/>							
16										
17	Contact's Name and Mailing Address for this Report									
18	Name and Title:		<input type="text"/>							
19	Phone Number (include area code and, if applicable, the extension):		<input type="text"/>							
20	Fax Number (include area code):		<input type="text"/>							
21	Email Address:		<input type="text"/>							
22	Contact's Mailing Address (if different from reporter's):		<input type="text"/>							
23	Mailing City:		<input type="text"/>							
24	Mailing State/Province, Country:		<input type="text"/>							
25	Zip/Postal Code:		<input type="text"/>							
26										
27	By completing this cover page, you are stating that you are an authorized officer of the company named above,									
28	and hereby declare that this report is true and complete to the best of your knowledge and belief.									
29										
31										
32	Results: A list of reportable companies for your institution: XYZ BANCORPORATION, INC. (6012345) of LOS ANGELES, CA.									
33	The data are as of 12/31/2008.									
34										
35	Tax ID Submission Steps									
36	1. For each company, enter the Tax Identification Number in the Tax ID column.									
37	2. If the company has no Tax Identification Number, enter 'N/A' in the Tax ID column.									
38	3. If a company is not present, add it to the list and supply the Tax ID.									
39	4. If the company is no longer in your organization, enter that information in the Comments column.									
40	5. If desired, enter any comments in the Comments column.									
41										
42	If printing this list, you may need to adjust your page setup in MS Excel. Try using landscape orientation, page scaling, and/or legal sized paper.									
43	If you are e-mailing this to your FRB contact, put your institution name, city and state in the subject line of the e-mail.									
44										
45	When you are finished, send a saved copy to your FRB contact. See the detailed instructions on this site for more information.									
46										
47	ID_RSSD	Popular Name	Tax ID (Format: xx-xxxxxxx)	Street Address	City	State	Zip Code	County	Country	Comments
48	6012345	XYZ BANCORPORATION, INC.		1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
49	6656470	XYZ AMERICAN BANK		9870 MONTGOMERY STREET	SAN FRANCISCO	CA	94105	SAN FRANCISCO	UNITED STATES	
50	7159634	XYZ STATUTORY TRUST I		Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
51	7987123	XYZ BANK		1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
52	8123456	XYZ MORTGAGE SOLUTIONS		Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
53										

There are instructions at the top of the downloaded spreadsheet on how to indicate that there are discrepancies between your organization's actual structure and the Tax ID 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 Tax ID List.

SORTING THE TAX ID LIST (Optional)

You can sort the spreadsheet in the order that is most convenient for you. By default, the Tax ID List is sorted by ID RSSD.

PRINTING THE TAX ID LIST (Optional)

If you wish to print the Tax ID 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 TAX ID LIST

Complete the Cover Page information for this Tax ID Submission (rows 1-29 on our Sample below). Please complete this as you would a regular FR Y-10 Cover Page. By completing this cover page, you are stating that you are an authorized officer of the company, and you are declaring that this report is true and complete to the best of your knowledge and belief.

After you have completed the Cover Page information, perform a company-by-company comparison between your actual Tax ID data and the Tax ID List generated from this website (rows 31-52 on our Sample below):

- 1) For each row, enter the Tax ID number in the Tax ID column in the following format: ##-#####. If the company has no Tax ID, enter "N/A" in the Tax ID column. Enter any additional comments that you find helpful or necessary in the Comments column.
- 2) Revise data if it is incorrect (e.g., an entity has relocated) and file the appropriate FR Y-10 report to report this structure change.
- 3) If any entities are missing from this list, add the entity(ies) to the bottom of this list. In addition, you must enter the appropriate Tax ID number and file the appropriate FR Y-10 report to report this structure change.

For additional verification and reporting requirements, refer to the FR Y-10 instructions.

Website Instructions
FR Y-10 Reports – Provide Tax ID Numbers

A completed and verified Tax ID List sample in Excel format is displayed below.

	A	B	C	D	E	F	G	H	I	J
1	Cover Page for this Tax ID submission. Please complete as you would a regular FR Y-10 cover page. Then complete the Tax ID portion below.									
2										
3	Submission Date:	4/1/2009								
4										
5	Reporter's Name Street and Mailing Address									
6	Legal Name:	XYZ Bancorporation, Inc.								
7	Street Address:	1234 Main Street								
8	City and County:	Los Angeles, Los Angeles								
9	State/Province, Country:	CA, USA								
10	Zip/Postal Code:	90016								
11										
12	Reporter's Mailing Address (if different from street address):	P.O. Box 1234								
13	Mailing City:	Los Angeles								
14	Mailing State/Province, Country:	CA, USA								
15	Zip/Postal Code:	90016								
16										
17	Contact's Name and Mailing Address for this Report									
18	Name and Title:	Jane Smith / Chief Financial Officer								
19	Phone Number (include area code and, if applicable, the extension):	(310) 123-4567								
20	Fax Number (include area code):	(310) 234-5678								
21	Email Address:	jane.smith@xyzbc.com								
22	Contact's Mailing Address (if different from reporter's):	N/A								
23	Mailing City:	N/A								
24	Mailing State/Province, Country:	N/A								
25	Zip/Postal Code:	N/A								
26										
27	By completing this cover page, you are stating that you are an authorized officer of the company named above,									
28	and hereby declare that this report is true and complete to the best of your knowledge and belief.									
29										
31										
32	Results: A list of reportable companies for your institution: XYZ BANCORPORATION, INC. (6012345) of LOS ANGELES, CA.									
33	The data are as of 12/31/2008.									
34										
35	Tax ID Submission Steps									
36	1. For each company, enter the Tax Identification Number in the Tax ID column.									
37	2. If the company has no Tax Identification Number, enter 'N/A' in the Tax ID column.									
38	3. If a company is not present, add it to the list and supply the Tax ID.									
39	4. If the company is no longer in your organization, enter that information in the Comments column.									
40	5. If desired, enter any comments in the Comments column.									
41										
42	If printing this list, you may need to adjust your page setup in MS Excel. Try using landscape orientation, page scaling, and/or legal sized paper.									
43	If you are e-mailing this to your FRB contact, put your institution name, city and state in the subject line of the e-mail.									
44										
45	When you are finished, send a saved copy to your FRB contact. See the detailed instructions on this site for more information.									
46										
47	ID_RSSD	Popular Name	Tax ID (Format: xx-xxxxxx)	Street Address	City	State	Zip Code	County	Country	Comments
48	6012345	XYZ BANCORPORATION, INC.	12-3456789	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
49	6656470	XYZ AMERICAN BANK	12-7654321	9870 MONTGOMERY STREET	SAN FRANCISCO	CA	94105	SAN FRANCISCO	UNITED STATES	
50	7159634	XYZ STATUTORY TRUST I	15-1111111	Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
51	7987123	XYZ BANK	12-2222222	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
52	8123456	XYZ MORTGAGE SOLUTIONS	13-9876543	Not Required	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	
53										

SAVING THE TAX ID LIST

Save the completed and verified Tax ID List as a Microsoft Excel Workbook (*.xls).

Website Instructions
FR Y-10 Reports – Provide Tax ID Numbers

STEP 4: Send Your FRB Contact a Verified Tax ID List

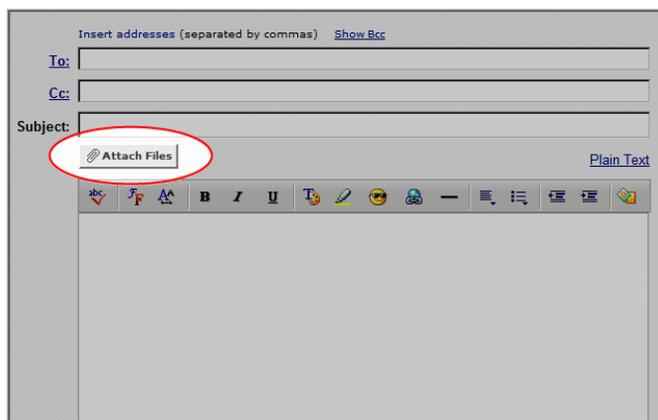
Prior to sending the verified Tax ID List to your FRB contact, please ensure that you have included a row for each reportable entity in your organization, even if that entity does not have a Tax ID (i.e., the row reads “N/A”).

The Tax ID List must be received no later than March 31, 2009. You may send the verified Tax ID List electronically via email or by mail to your designated Federal Reserve contact earlier if you wish.

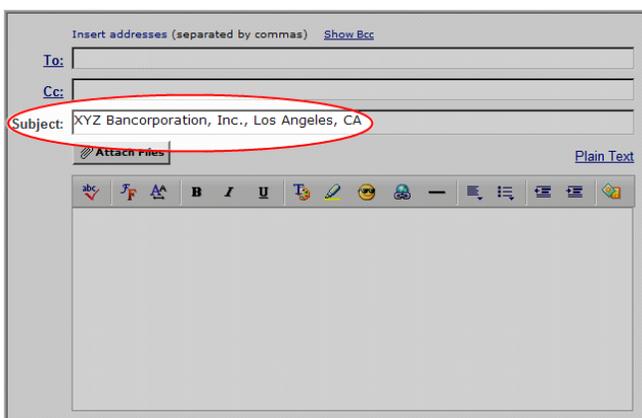
For your convenience, we have provided some basic instructions for sending the Tax ID List electronically via email to your Federal Reserve contact.

EMAIL SUBMISSION

Attach the Tax ID List 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. Refer to the Federal Reserve Contact List on the website for a list of FRB email addresses.

Website Instructions FR Y-10 Reports – Provide Tax ID Numbers

The image shows a screenshot of the Board of Governors of the Federal Reserve System website. The main heading is "2008 Depository Institution Branch Data Verification & Tax ID Collection". The navigation menu includes "Home", "Federal Reserve Contact List", and "Detailed Instructions". Under "Basic Instructions", there are two bullet points: "FR Y-6 Reports — Reconcile Domestic Branch Data" and "FR Y-10 Reports — Provide Tax ID Numbers". A red arrow points from the "Detailed Instructions" link to the "FR Y-10 Reports" bullet point. Below this, there is a form to "Please specify the purpose of this visit" with radio buttons for "Reconcile Branch Data" and "Provide Tax ID Numbers".

To the right, there is a section titled "Federal Reserve Bank Contact E-mail Addresses". It contains a table with the following data:

Reserve Bank	E-Mail Address
Boston	BOB.Statistics@bos.frb.org
New York	NY.FRB.BranchInformation@ny.frb.org
Philadelphia	Phil.Src.Fis.FRY10.Report@phil.frb.org
Cleveland	Structure@clev.frb.org
Richmond	Y10online@rich.frb.org
Atlanta	Structure.Atl@atl.frb.org
Chicago	Branch_Review@chi.frb.org
St. Louis	NIC.STL.S@stls.frb.org
Minneapolis	Mo's.Statistics@mpls.frb.org
Kansas City	NICKC@kc.frb.org
Dallas	Dallas.NIC@dall.frb.org
San Francisco	SF.FRY10@sf.frb.org

Below the table, there is a screenshot of an email composition window. The "To:" field contains "SF.FRY10@sf.frb.org", which is circled in red. A red arrow points from this field to the "SF.FRY10@sf.frb.org" entry in the table above. The "Subject:" field contains "XYZ Bancorporation, Inc., Los Angeles, CA".

Send the email. If there are any issues regarding your Tax ID List, Federal Reserve staff will contact your organization's designated FR Y-10 contact.

MAIL SUBMISSION

If you are unable to submit the Tax ID List via email, you may submit a *hard copy* (or *other electronic media*) of the Tax ID List via mail.

If you have any questions or need assistance at any point in completing or filing the Tax ID List, please contact your designated Federal Reserve contact.