



P.O. Box 442  
St. Louis, MO 63166

**DATE:** January 19, 2022

**TO:** Individuals Responsible for Preparing the Annual Report of Holding Companies (FR Y-6)

**SUBJECT:** Electronic Submission of the FR Y-6

The Federal Reserve System offers the option of submitting the Annual Report of Holding Companies (FR Y-6) electronically via the Reporting Central application, as a Portable Document Format (PDF) file attachment. The Branch Verification Report can continue to be submitted via Excel® or it can also be sent as a PDF attachment via Reporting Central. Institutions that wish to email reports or submit paper reports can do so. Please note that all portions of an FR Y-6 report submission must be sent through a single mechanism for each as-of date.

### Report Formats

To submit the FR Y-6 report through Reporting Central, the entire report must be submitted as a PDF attachment (no portion can be mailed.) The following drop-down box selections are in Reporting Central and must be used when uploading the PDF file:

The screenshot shows a web form titled "Add Attachment". It contains several dropdown menus and input fields. The "Report Type" dropdown is set to "FRY6". The "Data Definition" dropdown is set to "Full". The "Reporting Schedule" dropdown is set to "Initial". The "Data Classification" dropdown is set to "Public". There are two input fields: "Document #" with the value "1" and "Total # Of Documents" with the value "1". Below these is a "File:" label followed by a text box and a "Browse..." button. At the bottom right of the form are "Upload" and "Cancel" buttons.

### Drop Down Box Selection Choices

1. **Report Type:** FRY6, Branches, or Annual Report
2. **Data Definition:** Full or Partial (A single upload can either be Full or Partial.)
3. **Reporting Schedule:** Initial or Revised (Initial is the very first file for an upload. Subsequent uploads will always be Revised.)
4. **Data Classification:** Public or Confidential (A single upload can either be Public or Confidential.) The use of Confidential should be applied to reports

where the reporter is requesting confidential treatment. Confidential refers to the “request to be granted confidentiality” and not “deemed to be confidential.” Confidentiality will be determined through local Reserve Bank policies and procedures.

5. **Document # and Total # of Documents:** If the submission is a single PDF, include **Document #** 1 of **Total # of Documents** 1. If the submission contains multiple PDF files, the appropriate **Document #** and **Total # of Documents** should be selected. Multiple PDFs will be required when requesting confidentiality for a portion of the report.
6. **File:** Click on “Browse” and select the appropriate PDF. Click on “Upload.” After the file has been uploaded, you must click the “Done” button at the bottom of the screen. If you click “Cancel,” all file uploads will be canceled.

### Revisions

If an institution submits initial data to Reporting Central in one PDF file and a portion of that file needs to be revised, the full attachment with the revised data must be included. However, if an institution submits its initial data in three separate files and needs to revise one portion of one of the files, only the attachment that contains the incorrect data needs to be resubmitted in full. The other two attachments do not need to be resubmitted.

### Steps to Set Up Access

The Federal Reserve developed Reporting Central to enhance the overall reporting functionality of the Federal Reserve Banks’ data collection and processing activities. These enhancements allow for a more secure, technically advanced, and efficient system that encompasses a single point of entry for electronic submission and file uploads. Financial and nonfinancial institutions access Reporting Central via the [FedLine<sup>®</sup> Web<sup>®</sup> access solution](#) to submit reports and gain access to electronic reporting applications, report forms, and instructions.

We are committed to helping provide you with a smooth transition of the FR Y-6 report to Reporting Central, should you choose to submit this report electronically.

If there are individuals within your organization who will need access to the Reporting Central application, please visit the [Reporting Central Application Setup](#) page for instructions and links to the forms that must be completed. If you have additional questions about setting up access to the Reporting Central application via the FedLine Web access solution, contact the Federal Reserve’s [Customer Contact Center](#).

If you plan to utilize existing FedLine<sup>®</sup> subscribers to submit the FR Y-6 report or once FedLine<sup>®</sup> access has been set up for new subscribers, your organization's End User Authorization Contact (EUAC) will coordinate report series access for each individual who needs to submit the FR Y-6 report by completing the

[Federal Reserve Bank Subscriber Access Request Form for Reporting Central \(Form RC-1\)](#). Please visit [Set Up Report Access](#) page for complete instructions.

If you have questions or need assistance, please contact your [Reporting Central District Contact](#). If you require additional information, please visit the [Reporting Central Resource Center](#).

**FURTHER  
INFORMATION:**

If you have any questions, please contact:

Donna Ashrafzadeh, (314) 444-7463 or (800) 333-0810

e-mail: [Donna.Ashrafzadeh@stls.frb.org](mailto:Donna.Ashrafzadeh@stls.frb.org)

Rebecca Roberts, (314) 444-8744 or (800) 333-0810

e-mail: [Rebecca.Roberts@stls.frb.org](mailto:Rebecca.Roberts@stls.frb.org)