

Board of Governors of the Federal Reserve System  
**FR Y-6 Depository Institution Branch Data Verification**

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**Branch Data Verification Instructions**

- Using the search functions below, find your institution(s).
- Navigate through the next screens to display a head office's branches or a consolidated branch listing for the holding company.
- Download and save the branch listing in a Microsoft® Excel file (click on the download link).
- Verify and correct the branch listing to match your current organizational structure.
- Send the corrected Excel file(s) to your FRB contact. Please see the [detailed instructions](#) for more information.

**Find an Institution**

By ID\_RSSD:

**OR** By Type and Name:  Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC)  
 Individual Depository Institution, Domestic Bank, Savings Association, Edge or Agreement Corporation (Head Office)

Enter all or part of the institution's name:   
and its physical location:

Choose an effective date for the institution list:

## **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

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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, which are required to be submitted in hard copy format.

**SUBMISSION**

Submit Branch List(s) via *email* 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 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:

<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 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.

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**Branch Data Verification Instructions**

- Using the search functions below, find your institution(s).
- Navigate through the next screens to display a head office's branches or a consolidated branch listing for the holding company.
- Download and save the branch listing in a Microsoft® Excel file (click on the download link).
- Verify and correct the branch listing to match your current organizational structure.
- Send the corrected Excel file(s) to your FRB contact. Please see the [detailed instructions](#) for more information.

**Find an Institution**

By ID\_RSSD:  **1**

**OR** By Type and Name:  Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC)  
 Individual Depository Institution, Domestic Bank, Savings Association, Edge or Agreement Corporation (Head Office)

Enter all or part of the institution's name:   
and its physical location:

Choose an effective date for the institution list:  **2\***

**3** →

- 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.

**Branch Data Verification Instructions**

- Using the search functions below, find your institution(s).
- Navigate through the next screens to display a head office's branches or a consolidated branch listing for the holding company.
- Download and save the branch listing in a Microsoft® Excel file (click on the download link).
- Verify and correct the branch listing to match your current organizational structure.
- Send the corrected Excel file(s) to your FRB contact. Please see the [detailed instructions](#) for more information.

**Find an Institution**

By ID\_RSSD:  1

**OR** By Type and Name:  Bank Holding Company (BHC) or Savings and Loan Holding Company (SLHC) 2  
 Individual Depository Institution, Domestic Bank, Savings Association, Edge or Agreement Corporation (Head Office)

Enter all or part of the institution's name:  3  
and its physical location:

Choose an effective date for the institution list:  4\*

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- 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 or 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.

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**Results:** A list of holding companies containing the string 'xyz' located in: **All Locations**.  
 The data are as of 12/31/20XX.

Click on the holding company's ID\_RSSD to see all of its branches.

ID_RSSD	Popular Name	Street Address	City	State	Country
<a href="#">6012345</a>	XYZ BANCORPORATION, INC.	101 MAIN STREET	LOS ANGELES	CA	UNITED STATES
<a href="#">6987654</a>	FIRST XYZ BANCORP	4567 FIRST STREET	LAS VEGAS	NV	UNITED STATES
<a href="#">7456789</a>	UNITED XYZ BANCSHARES	9876 MARKET STREET	SALEM	OR	UNITED STATES

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.

**Head Offices for Selected Holding Company** [Back to Search Results](#)

A list of head offices for the holding company: **XYZ BANCORPORATION, INC. (6012345) of LOS ANGELES, CA**.  
 The data are as of 12/31/20XX.

Click on a Head Office ID\_RSSD to see all of its branches, or click on the link below to see a consolidated branch listing for all head offices.

[Click here to get a consolidated branch listing for this holding company](#) < **1**

Head Office ID_RSSD	Head Office Popular Name	Street Address	City	State	Zip Code	County	Country
<a href="#">6656470</a>	XYZ AMERICAN BANK	9870 MONTGOMERY STREET	SAN FRANCISCO	CA	94105	SAN FRANCISCO	UNITED STATES
<a href="#">7987123</a>	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES

- 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.

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Click on the **Head Office ID\_RSSD** link next to your BHC's or SLHC's Depository Institution's name.

**Results:** A list of depository institutions containing the string 'xyz' located in: **All Locations**.  
The data are as of **12/31/20XX**.

Click on the Head Office ID\_RSSD to see all of its branches.

Head Office ID_RSSD	Head Office Popular Name	Street Address	City	State	Country	HC ID_RSSD	Holding Company Name
<a href="#">6451237</a>	FIRST XYZ BANK	4567 FIRST STREET	LAS VEGAS	NV	UNITED STATES	6987654	FIRST XYZ BANCORP
<a href="#">6014785</a>	UNITED XYZ BANK, NATIONAL ASSOCIATION	9876 MARKET STREET	SALEM	OR	UNITED STATES	7456789	UNITED XYZ BANCSHARES
<a href="#">6656470</a>	XYZ AMERICAN BANK	9870 MONTGOMERY STREET	SAN FRANCISCO	CA	UNITED STATES	6012345	XYZ BANCORPORATION, INC.
<a href="#">7987123</a>	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	UNITED STATES	6012345	XYZ BANCORPORATION, INC.

The Branch List for the Head Office will be displayed.

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



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### 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.

#### Branches for Selected Institution

[Back To Head Office List](#) [Back to Search Results](#)

A list of branches for your depository institution: **XYZ BANK (ID\_RSSD: 7987123)**.  
This depository institution is held by **XYZ BANCORPORATION, INC. (6012345)** of **LOS ANGELES, CA**.  
The data are as of **12/31/20XX**.

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.** Make corrections to your saved copy and then send it to your FRB contact. See the detailed instructions (linked above) for more information.

 Institutions: 1 to 5 of 5

Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*
Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123
Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123
Full Service	6457998	LONG BEACH BRANCH	4589 FIFTH AVENUE	LONG BEACH	CA	80807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123
Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123
Full Service	7771234	PASADENA BRANCH	10 THIRD STREET	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123

\*FDIC UNINUM, Office Number, and ID\_RSSD columns are for reference only. Verification of these values is not required.

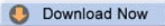
Follow the instructions on the “Download to Excel File” page to save a copy of the Branch List as an Excel Workbook on your computer.

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[Home](#) [Federal Reserve Contact List](#) [Detailed Instructions](#) [FAQ](#)

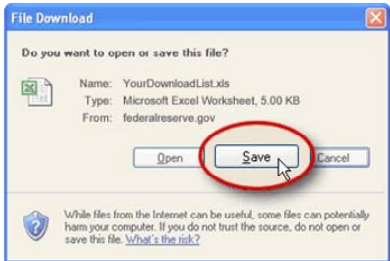
#### Download to Excel File Instructions

[Back to Search Results](#)

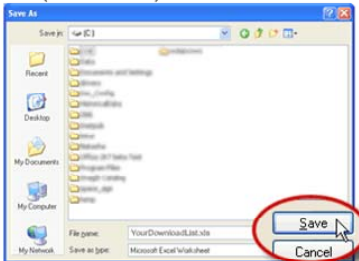
**Step 1** Click this button to start the download: 

**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.

If you encounter downloading issues, please see the Excel Troubleshooting FAQ document.

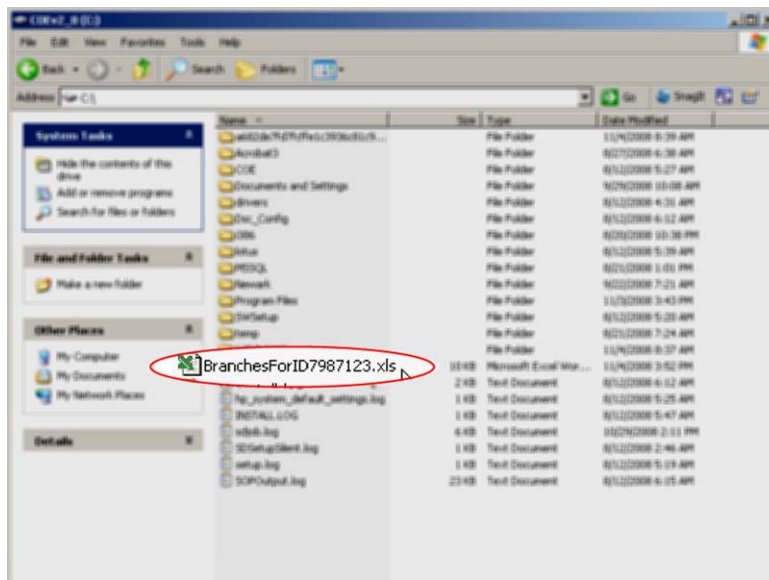


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**STEP 3: Verify the Depository Institution's Branch List**

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.

Data Action	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
		Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
		Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
		Full Service	6457999	LONG BEACH BRANCH	4569 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	
		Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	
		Full Service	7771234	PASADENA BRANCH	10 THIRD STREET	PASADENA	CA	91101	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	

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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.

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**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	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
22																
23			Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
24	OK		Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
25			Full Service	6457998	LONG BEACH BRANCH	4569 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	
26			Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	
27			Full Service	7771234	PASADENA BRANCH	10 THIRD STREET	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	
28																
29																

**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	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
22																
23			Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
24	OK		Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
25			Full Service	6457998	LONG BEACH BRANCH	4569 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	
26			Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	
27	1	3	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated
28	Change	7/1/20XX	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated
29																

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**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.

	Data Action	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
23	OK		Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
24			Full Service	7128960	ARCADIA BRANCH	785 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
25	Close	8/31/20XX	Full Service	6457998	LONG BEACH BRANCH	4589 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	Branch Closed
26	Close	9/15/20XX	Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	Branch Sold
27	Change	7/1/20XX	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated

**Data Action — Delete**

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

In the **Data Action** column next to the branch that never existed or 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	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
23	OK		Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
24	Delete		Full Service	7128960	ARCADIA BRANCH	785 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
25	Close	8/31/20XX	Full Service	6457998	LONG BEACH BRANCH	4589 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	Branch Closed
26	Close	9/15/20XX	Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	Branch Sold
27	Change	7/1/20XX	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated

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**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.

	Data Action	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
24	OK		Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
25	Delete		Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
26	Close	8/31/20XX	Full Service	6457998	LONG BEACH BRANCH	4569 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	Branch Closed
27	Close	9/15/20XX	Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	Branch Sold
28	Close	7/1/20XX	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated
29	1 Add	10/1/20XX	4 Full Service		WALNUT BRANCH	45 CLAREMONT WAY	WALNUT	CA	91789	LOS ANGELES	UNITED STATES			XYZ BANK		

## Website Instructions FR Y-6 Depository Institution Branch Data Verification

A completed and verified Branch List Sample in Excel format is displayed below.

Data Action	Effective Date	Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip Code	County	Country	FDIC UNINUM*	Office Number*	Head Office	Head Office ID_RSSD*	Comments
OK		Full Service (Head Office)	7987123	XYZ BANK	1234 MAIN STREET	LOS ANGELES	CA	90016	LOS ANGELES	UNITED STATES	12345	0	XYZ BANK	7987123	
Delete		Full Service	7128960	ARCADIA BRANCH	765 PLAZA ROAD	ARCADIA	CA	91066	LOS ANGELES	UNITED STATES	43210	3	XYZ BANK	7987123	
Close	8/31/20XX	Full Service	6457998	LONG BEACH BRANCH	4589 FIFTH AVENUE	LONG BEACH	CA	90807	LOS ANGELES	UNITED STATES	34567	1	XYZ BANK	7987123	Branch Closed
Close	9/15/20XX	Limited Service	6778945	MONTEBELLO BRANCH	45 WEST STREET	MONTEBELLO	CA	90640	LOS ANGELES	UNITED STATES	23456	2	XYZ BANK	7987123	Branch Sold
Change	7/1/20XX	Full Service	7771234	PASADENA BRANCH	1500 NORTH AVENUE	PASADENA	CA	91114	LOS ANGELES	UNITED STATES	13456	4	XYZ BANK	7987123	Branch Relocated
Add	10/1/20XX	Full Service		WALNUT BRANCH	45 CLAREMONT WAY	WALNUT	CA	91789	LOS ANGELES	UNITED STATES			XYZ BANK		

### SAVING THE BRANCH LIST

Save the verified and reconciled Branch List as a Microsoft Excel Workbook (\*.xls).

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).

**Website Instructions**  
**FR Y-6 Depository Institution Branch Data Verification**

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**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.

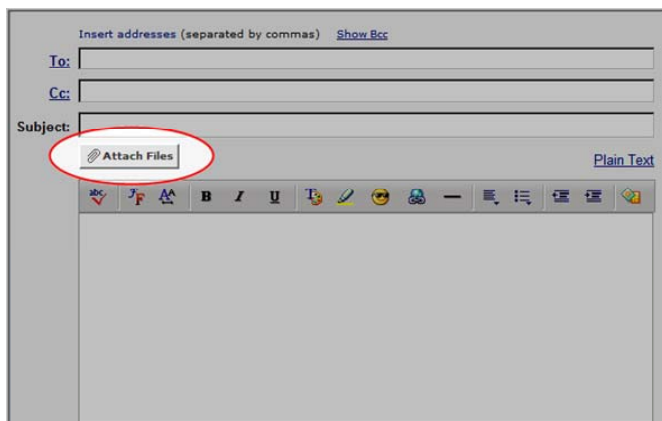
The Branch List must be **received** no later than 90 calendar days following the fiscal year-end of the top-tier holding company, the due date for the FR Y-6 report in its entirety. You may send the verified Branch List(s) electronically or by mail to your designated Federal Reserve contact earlier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

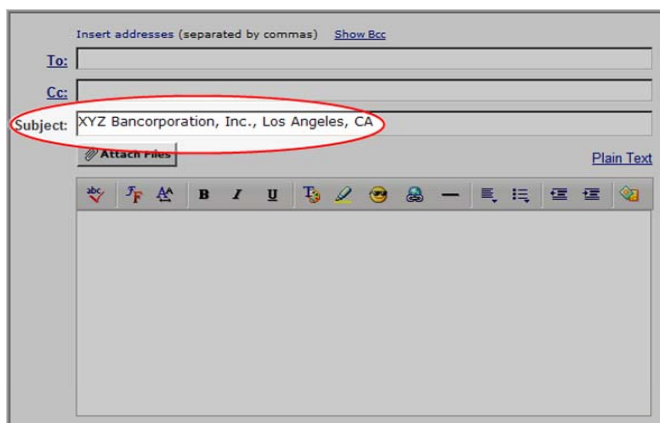
For your convenience, we have provided some basic instructions for sending the Branch List electronically to your Federal Reserve contact.

**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.





**Website Instructions**  
**FR Y-6 Depository Institution Branch Data Verification**

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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.



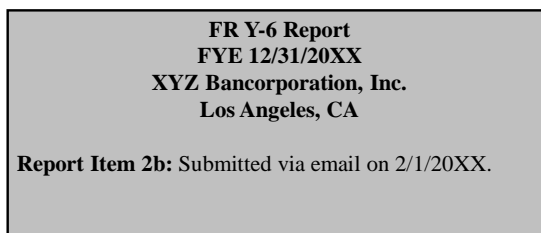
Send the email. If there are any questions regarding your report submission, Federal Reserve staff will contact your organization's designated FR Y-6 contact.

**MAIL SUBMISSION**

If you are unable to submit the Branch List via email, 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 via email (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.**