

# FEDERAL RESERVE BANK OF NEW YORK

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KENNETH LAMAR  
VICE PRESIDENT

December 30, 2005

TO: The Chief Executive Officer of Each State Member Bank Located  
in the Second Federal Reserve District

As part of a joint mailing with other supervisory agencies, state member banks received their Report of Condition and Income materials for the December 31, 2005 report date from the Federal Financial Institutions Examination Council.

Please plan to complete the preparation, review, and submission of your Call Report data to the Central Data Repository (CDR) as early as possible. Starting your preparation early will aid you in identifying and resolving any edit exceptions prior to the submission deadline.

All banks are reminded to complete the item for preferred deposits (Memorandum item 1.e of Schedule RC-E). This information is collected only as part of the December 31 report date each year.

## Report Submission

A completed Call Report must be submitted electronically to the CDR no later than January 30, 2006. To be considered timely, the report must pass FFIEC-published validity edits and quality edits or, where necessary, contain explanations for any quality edits that are not passed. Explanatory comments should be prepared consistent with the "Guidelines for Resolving Edits" that are published on the FFIEC's web site:  
<http://www.ffiec.gov/find/documents/resolvingedits.pdf>

Please note that the timeliness of receipt of the Call Report will be monitored. Any report received at the CDR after 5:00 p.m. on January 30 will be considered late.

The staff of this bank will monitor whether banking organizations are meeting their basic reporting requirements through the use of validity edits.

Each bank must file its December 31, 2005, Call Report data in one of the following two ways:

- A bank may use computer software to prepare and edit its report data and then electronically submit the data directly to the CDR (<https://cdr.ffiec.gov/cdr/>).
- A bank may complete its report in paper form and arrange with a software vendor or another party to convert its paper report into the electronic format that can be processed by the CDR. The software vendor or other party then must electronically submit the bank's Call Report data file to the CDR.

### Accelerated Filing Deadline

A bank with more than one foreign office is permitted an additional 10 calendar days to complete its Call Report. Such a bank is required to electronically transmit its report to the CDR no later than February 9, 2006. Please note that the filing period for banks with more than one foreign office is scheduled to be reduced from 40 to 35 calendar days effective June 30, 2006.

### Website

Report forms and instructions for the Call Report can also be obtained from the FFIEC internet website at the following address: [www.ffiec.gov/ffiec\\_report\\_forms.htm](http://www.ffiec.gov/ffiec_report_forms.htm)

Please note that, with the implementation of the CDR and the availability of sample Call Report forms on the Internet and from Call Report software, the agencies plan to discontinue the regular quarterly mailing of sample Call Report forms to banks in the near future. The agencies will provide advance notice to banks as to when this change in policy will take effect.

December 30, 2005

Copies of this letter and its enclosures have been sent to the report liaison designated by your institution. Any questions about this report may be directed to Hilda Hyman, Senior Reports Analyst in the Regulatory Reports Division at (212) 720-2364 or Monica Posen, Team Leader of that Division at (212) 720-8239.

Sincerely,

-- Signed by Kenneth Lamar --

Kenneth Lamar  
Vice President  
Financial Reports Division