

FEDERAL RESERVE BANK *of* NEW YORK

33 LIBERTY STREET, NEW YORK, NY 10045-0001

RICHARD ROBERTS
STATISTICS OFFICER

April 3, 2013

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

As part of the joint mailing with other supervisory agencies, state member banks received their Consolidated Report of Condition and Income (“Call Report”) materials for the March 31, 2013 report date from the Federal Financial Institutions Examinations Council (“FFIEC”). The agencies are not sending a sample set of the March 31, 2013 report forms to banks.

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.

As previously announced, the agencies are adding new Schedule RI-C, Disaggregated Data on the Allowance for Loan and Lease Losses, to the Call Report this quarter (see FIL-54-2012, dated December 28, 2012, and FIL-8-2013, dated March 8, 2013). Schedule RI-C is applicable to institutions with \$1 billion or more in total assets. Institutions should refer to this quarter’s Call Report instruction book update for guidance on completing Schedule RI-C. For the March 31, 2013, report date, institutions may provide reasonable estimates for the amounts required to be reported in Schedule RI-C if the requested information is not readily available.

Institutions are reminded to provide information on the level of auditing work performed by independent external auditors during 2012 and on their fiscal year-end date (Schedule RC, Memorandum items 1 and 2). This information is reported only as of the March 31 report date each year.

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Report Submission

Except for certain banks with foreign offices, a completed Call Report must be submitted electronically to the CDR no later than Tuesday, April 30, 2013. However, banks with more than one foreign office must electronically transmit its Call Report data to CDR no later than Monday, May 6, 2013. To be considered timely, the report must pass FFIEC published validity edits and quality edits, or where necessary, contains 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 April 30th 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 March 31, 2013, 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.

Website

Report forms and instructions for the Call Report can be obtained from the FFIEC internet website at the following address: www.ffiec.gov/ffiec_report_forms.htm. In addition, we have enclosed a copy of the supplemental instructions for your review.

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Any questions about this report may be directed to Oscar Torres, Financial Reports Associate in the Regulatory Reports Division at (212) 720-6796, or Anthony Guglielmo, Team Leader of that Division at (212) 720-8002.

Sincerely,

- Signed by Richard Roberts -

Richard Roberts
Statistics Officer