

FEDERAL RESERVE BANK *of* NEW YORK

33 LIBERTY STREET, NEW YORK, NY 10045-0001

Scott Smentek
ASSISTANT VICE PRESIDENT

April 15, 2016

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, 2016 report date from the Federal Financial Institutions Examinations Council (“FFIEC”).

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.

The Call Report forms for March 2016 are available on the Federal Financial Institutions Examination Council’s (FFIEC) website (https://www.ffiec.gov/ffiec_report_forms.htm) and the Federal Deposit Insurance Corporation’s (FDIC) website (<https://www.fdic.gov/callreports>). Institutions will begin reporting the capital buffer information in Schedule RC-R, Regulatory Capital that had been planned for implementation this quarter when the schedule was revised in 2014 and 2015. Otherwise, as previously announced by the banking agencies, this quarter’s Call Report does not include new or revised data items (see [FIL-2-2016](#), January 8, 2016). In addition, a Call Report instruction book update for March 2016 is expected to be available on these websites by April 5, 2016. Institutions should also refer to the attached Supplemental Instructions for March 2016 for additional guidance on certain reporting issues. Report forms and instructional materials can be printed and downloaded from the FFIEC’s and the FDIC’s websites mentioned above. Please notify the person responsible for preparing the Call Report at your institution about the electronic availability of the report forms, instruction book update, and Supplemental Instructions for March 2016.

Report Submission

Except for certain banks with foreign offices, a completed Call Report must be submitted electronically to the CDR no later than Saturday, April 30, 2016. However, banks with more than one foreign office must electronically transmit its Call Report data to CDR no later than Thursday, May 5, 2016. 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>.

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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, 2016, 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.

If there are any questions concerning this report, please contact Staff Directors, Kenneth Aberbach at (212) 720-8234; Morgan Norful at (212) 720-805, or Laura Stash at (212) 720-5581.

Sincerely,