

FEDERAL RESERVE BANK OF NEW YORK

NEW YORK, N.Y. 10045-0001

AREA CODE 212-720-5000

September 30, 2002

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 September 30, 2002 report date from the Federal Financial Institutions Examination Council. There are no major changes to the Call Report this quarter.

Emergency Contact Information

Beginning this quarter, all banks are requested to provide "Emergency Contact Information" as part of their Call Report submissions. This information is being requested so that the banking agencies can distribute critical, time-sensitive information to emergency contacts at banks should such a need arise. The primary contact should be a senior official of the bank who has decision-making authority. Information for a secondary contact also should be provided if such a person is available. This information is for confidential use and will not be released to the public.

Report Submission

A completed Call Report must be electronically submitted no later than **October 30, 2002**. Earlier submission would aid the Federal Reserve in reviewing and processing the report and is encouraged.

Please note that, under the Regulatory Reports Monitoring Program, the timeliness of receipt of the Call Report will be monitored. Any report received after 5:00 p.m. on October 30 will be considered late. Submission of initial data will only be accepted electronically.

The staff of this bank will monitor whether banking organizations are meeting their basic reporting requirements through the use of validity edits. Enclosed is a complete (updated for September 2002) set of edits for the Report of Condition and Income that are subject to monitoring program.

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Please note the updates to ensure your institution meets these edit tests.

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

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 Richard Crawn, Reports Analyst in the Regulatory Reports Division at (212) 720-7991.

Sincerely,

Signed by Kenneth P. Lamar

Kenneth P. Lamar
Assistant Vice President
Financial Reports Department