

# FEDERAL RESERVE BANK *of* NEW YORK

33 LIBERTY STREET, NEW YORK, NY 10045-0001

**RICHARD ROBERTS**

STATISTICS OFFICER

October 2, 2012

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 September 30, 2012 report date from the Federal Financial Institutions Examinations Council (“FFIEC”). The agencies are not sending a sample set of the September 30, 2012 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.

There are no changes to the FFIEC Call Report reporting forms or instructions for the September 30, 2012 report date.

## **Report Submission**

Except for certain banks with foreign offices, a completed Call Report must be submitted electronically to the CDR no later than **Tuesday, October 30, 2012**. However, banks with more than one foreign office must electronically transmit its Call Report data to CDR no later than **Sunday, November 4, 2012**. 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 October 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.

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Each bank must file its September 30, 2012, 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](http://www.ffiec.gov/ffiec_report_forms.htm). In addition, we have enclosed a copy of the supplemental instructions for your review.

Any questions about this report may be directed to Eric Brody, Reports Analyst in the Regulatory Reports Division at (212) 720-8124, or Christine Burke, Team Leader of that Division at (212) 720-2409.

Sincerely,

*Signed by Richard Roberts*

Richard Roberts  
Statistics Officer