

# FEDERAL RESERVE BANK *of* NEW YORK

33 LIBERTY STREET, NEW YORK, NY 10045-0001

**PATRICIA SELVAGGI**  
ASSISTANT VICE PRESIDENT

October 18, 2017

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, 2017 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 September 2017 are available on the FFIEC’s website ([https://www.ffiec.gov/ffiec\\_report\\_forms.htm](https://www.ffiec.gov/ffiec_report_forms.htm)) and the Federal Deposit Insurance Corporation’s (FDIC) website (<https://www.fdic.gov/callreports>). There are no changes to the Call Report this quarter. Institutions should refer to the attached Supplemental Instructions for September 2017 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. Please notify the person responsible for preparing the Call Report at your institution about the electronic availability of the report forms, the instruction book update, and the Supplemental Instructions for September 2017.

The agencies recognize that institutions significantly affected by recent hurricanes may experience difficulty or delay in filing their third quarter 2017 Call Reports. As discussed in the agencies’ Statements on Supervisory Practices Regarding Financial Institutions and Borrowers Affected by Hurricane Harvey and Hurricane Irma, which also apply to Hurricane Maria, affected institutions should contact their primary federal regulatory agency to discuss their situation. Such institutions also may wish to review the Accounting and Regulatory Reporting Questions and Answers issued following Hurricanes Katrina and Rita in 2005, which remain applicable.

The agencies, as members of the Federal Financial Institutions Examination Council (FFIEC), implemented a new streamlined FFIEC 051 Call Report for eligible small institutions as of the March 31, 2017, report date. “Eligible small institutions” are institutions with domestic offices only and total assets less than \$1 billion, excluding those that are advanced approaches institutions for regulatory capital purposes and those required to file the FFIEC 041 Call Report based on supervisory needs. For 2017, the \$1 billion asset-size test is based on the total assets reported in an institution’s Call Report for June 30, 2016. An eligible institution that has not filed the FFIEC 051 Call Report as of a previous quarter-end report date in 2017 may begin reporting on the FFIEC 051 as of either the September 30, 2017, or the December 31, 2017, report date. The institution also may wait until March 31, 2018 to begin reporting on the FFIEC 051, assuming the total assets reported in its June 30, 2017, Call Report were less than \$1 billion. An eligible small institution is not required to file the FFIEC 051, but has the option to continue filing the FFIEC 041 Call Report.

### **Report Submission**

Except for certain banks with foreign offices, a completed Call Report must be submitted electronically to the CDR no later than Monday, October 30, 2017. However, institutions with more than one foreign office, other than a “shell” branch or an International Banking Facility, is permitted an additional five calendar days to submit its Call Report data. Such an institution must electronically transmit its data to the CDR no later than Saturday, November 4, 2017. To be considered timely, the report must pass FFIEC published validity edits and qualities 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 30<sup>th</sup> 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 September 30, 2017, 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/>).

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- 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.

If there are any questions concerning this report, please contact Cheryl Skillman at (212) 720-8739.

Sincerely,