

FEDERAL RESERVE BANK *of* NEW YORK

33 LIBERTY STREET, NEW YORK, NY 10045-0001

PATRICIA SELVAGGI
ASSISTANT VICE PRESIDENT

January 11, 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 December 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 and instructions for December 2016 are available on the FFIEC’s website (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, nor is there an update the Call Report instruction book. Institutions should refer to the attached Supplemental Instructions for December 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. 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 December 2016.

Report Submission

Except for certain banks with foreign offices, a completed Call Report must be submitted electronically to the CDR no later than Monday, January 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, February 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>

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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 January 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 December 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.

If there are any questions concerning this report, please contact; Morgan Norful, at (212) 720-8055; Cheryl Skillman at (212) 720-8739; or Laura Stash at (212) 720-5581.

Sincerely,