New York City Banking Commission
66 John Street, 12th Floor, NY 10038
Telephone No.: (212) 487-2594
Andrew Salkin, Secretary

DESIGNATION REQUIREMENTS

Pursuant to the **Rules of the City of New York, Title 22, Banking Commission, Designation Requirements**, every bank in which City moneys shall be deposited shall be designated by the New York City Banking Commission biennially in odd-numbered years. Below is a list of the Calendar Year 2013 designation documentation requirements.

1. A copy of the bank's charter;

2. The names and occupations of the bank's directors;

3. The names and titles of the bank's officers;

4. The location of the main office and branch offices;

5. The independently audited public financial statements for the bank and bank holding company for the most recent fiscal year, and quarterly and annual financial statements required by and submitted to the relevant State and Federal regulatory agencies for the most recent fiscal year;

6. A list of all bank and bank holding company executives, employees, shareholders, legal counsel, consultants, and advisors and/or their spouses, or domestic partners who both (a) individually, jointly or severally hold in excess of a five percent (5%) beneficial interest in the bank and/or in the bank holding company, and (b) are, or whose spouses or domestic partners are, contemporaneously elected or appointed holders of public office or of a party office in any political party. [1]

7. The names of the Federal and State regulatory agencies with jurisdiction over the bank's Community Reinvestment Act activities;

8. A copy of the most recent New York State Department of Financial Services (*formerly New York State Banking Department*) examination summary report and/or the most recent Federal supervisory agency CRA examination summary report as applicable;

[1] For purposes of this paragraph, "domestic partner" shall mean a person who has registered a domestic partnership in accordance with applicable law with the City Clerk, or has registered such a partnership with the former City Department of Personnel pursuant to Executive Order 123 [dated August 7, 1989] during the period August 7, 1989 through January 7, 1993.)

9. The most recent Federal CRA rating for the bank and/or the most recent State CRA rating for the bank, provided that any more current State or Federal CRA rating issued during the period after designation must be submitted to the Commission upon issuance;

10. A certificate signed by the president or other duly authorized officer of the bank, setting forth that the bank's board of directors has established and will adhere to a policy of hiring and promotion of employees and officers without regard to race, color, religion, religious affiliation, sex, sexual orientation, national origin, marital status, disability or age; the certificate shall further set forth affirmatively the steps taken by such bank to implement said policy;

11. A certificate, signed by the president or other duly authorized officer of the bank, setting forth that the bank adheres and will adhere to all equal credit opportunity laws and that the bank's board of directors has established and will adhere to a policy of nondiscrimination in the bank's delivery of banking services to all customers in the New York City, including account openings and the offering and extension of credit, which dealings shall at all times be conducted without regard to race, color, religion, religious affiliation, sex, sexual orientation, national origin, marital status, disability or age; the certificate shall further set forth the detailed plan and specific steps affirmatively taken by such bank to implement and monitor said policy;

12. *A written report, certified by the president or other duly authorized officer of the bank, on the bank's branch network activities, including the following information*:

    a) Address, county, zip code and census tract of each branch that was opened, closed or involved in a consolidation, acquisition or sale during the current and three prior calendar years, or that is planned to be opened, closed or involved in a consolidation, acquisition or sale during the current calendar year, and the date such transaction became or will become effective; and
    b) For each branch closing occurring in the prior calendar year.

13. *The reasons for such closing, with any supporting information;

14. *The past three (3) years' present and projected financial analyses of deposits at the closed branch, including but not limited to historical and projected profit and loss information, and brief descriptions of other material factors in the closing of the branch; and

15. A detailed map of the general area served by such branch, showing the distance from remaining branch facilities or offices of such bank or other institutions providing branch banking services within such area;

16. *A certificate, signed by the president or other duly authorized officer of the bank, setting forth the bank's policy regarding branch closings, and the specific steps affirmatively taken by the bank to implement and monitor said policy; such policy shall include but not be limited to:

    a) the criteria for evaluating the necessity of a branch closing;
    b) the process of assessing the impact of a branch closing on the community;

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* For thrifts and savings and loans sponsoring a Banking Development District (BDD) branch, these starred items are not applicable.

c) the procedure for notifying a community of a branch closing, including but not limited to, the persons to be notified and the timing of such notification; and
d) any plans for the continuation of service to the affected community.

17. A written statement, certified by the president or other duly authorized officer of the bank, that the bank will submit written notice to the Commission of changes in the bank's branch network, as follows:

    a) for a branch closing, notice of at least ninety days in advance of the date such closing becomes effective;
    b) for a branch sale, notice of at least ninety days in advance of the date such sale becomes effective, or upon approval of the transaction by the bank regulator, whichever is later; and
    c) for a change in location of an existing branch, notice of at least ninety days in advance of such change or when the date of such change in location is known, whichever is later.

18. Complete description of the collateral currently used to collateralize any City deposits.

Additional Documentation required for Banking Development District (BDD)Branch Designation

1. A copy of the certificate issued by the New York State Department of Financial Services (*formerly New York State Banking Department*) designating the branch as a participant in the BDD Program.

2. The location of the targeted BDD and the location of the bank branch in that BDD for which designation is being requested;

3. Copy of the business plan for the BDD branch;

4. Certificate establishing the branch to be designated as a BDD branch and proof of the year in which the branch opened.

5. Description of collateral available to collateralize any deposits of City agency money in accounts in the BDD branch.