

**FEDERAL RESERVE BANK OF NEW YORK
BORROWER-IN-CUSTODY OF COLLATERAL
NEW LOCATION QUESTIONNAIRE**

A DI may not internally or externally move the location of its BIC loan files without prior written notification to and approval from the FRBNY. The request must be made at least 30-days prior to the intended move date in order to ensure the necessary protective measures are taken. A member of the Discount Window staff will contact you following the submission of this questionnaire.

Institution Name:

Start Date of Move:

ABA:

End Date of Move:

Contacts must be listed on the Official OC-10 Authorization List as an authorized pledgor.

Primary Contact:

Secondary Contact:

Telephone:

Telephone:

Email address:

Email address:

Indicate BIC arrangement type to be moved (e.g. commercial real estate loans, 1-4 family mortgage loans (first lien), etc.):

Indicate documentation that will be moved:

Promissory Notes Supporting Documentation

If the promissory notes/collateral and/or supporting documentation is being moved to a Records and Information Management (RIM) company or another third party custodian (TPC) (inclusive of affiliates), please complete the Image and Store Addendum and do not respond to question number 3 below.

1. State the current location of the BIC collateral and/or supporting documentation (name of institution, address, floor number*, city, state and zip).

*For RIMs, floor numbers are not required.

2. State the new location of the BIC collateral and/or supporting documentation (name of institution, address, floor number*, city, state and zip).

*For RIMs, floor numbers are not required.

3. Will the storage and labeling of the collateral and/or supporting documentation be the same as documented in your institution's latest certification form and in accordance with [BIC Program Requirements](#)? Yes No (explain changes below)

AUTHORIZATION

I have reviewed the above responses to the New Location Questionnaire and attest that the responses are accurate.

Authorized Signature*: Title: Print Name: Date:	Authorized Signature*: Title: Print Name: Date:
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*Authorized individuals listed on the Borrowing Resolution (line 2) or the Official OC-10 Authorization List as a pledgor.

E-MAIL INSTRUCTIONS

Using [FRSecure](#) or other approved secured transmission method, email a signed, scanned copy of the New Location Questionnaire to the following e-mail address: Discount.Collateral@ny.frb.org.