



## DETERMINING YOUR PRINCIPAL PLACE OF BUSINESS

When an institution applies for membership at a Federal Home Loan Bank (FHLBank), it can only apply to the FHLBank district where the institution's principal place of business is located.

By default, an institution's principal place of business is the state in which the institution maintains its home office, established as such in conformity with the laws under which the institution is organized.

### Designating a Different Principal Place of Business

A member or an institution applying for membership may designate a different state as its principal place of business (other than the state where it maintains its home office) if the following criteria are met:

- At least 80% of the institution's accounting books, records, and ledgers are maintained, located or held in the designated state
- A majority of meetings of the institution's board of directors and constituent committees are conducted in the designated state
- A majority of the institution's five highest paid officers have their place of employment located in the designated state

To designate a different principal place of business, the member or institution must send a written request to the FHLBank district where the institution maintains its home office.

### Notice of Designation

Within 90 days of receipt of such written request, the board of directors of the FHLBank where the institution maintains its home office shall designate another state as its principal place of business, provided that all of the above criteria has been satisfied. Written notice of such designation shall be sent to the FHLBank in the district containing the designated state, to the Federal Housing Finance Agency (FHFA), and to the institution. The notice of designation shall include the state designated as the principal place of business and the resulting FHLBank to which membership will be transferred. If the board of directors of the FHLBank in the district where the institution maintains its home office fails to make the designation requested by the member or applicant, then the member or applicant may request in writing that the FHFA make the designation.

In addition, an institution may become a member of the FHLBank of a district adjoining the district in which the institution's principal place of business is located, if demanded by convenience and then only with the approval of the FHFA.

### CONTACT US FOR MORE INFORMATION:

Member Services Desk: (212) 441-6600 | Relationship Managers: (212) 441-6700

Visit [www.fhlbny.com/aboutus](http://www.fhlbny.com/aboutus) for more information about the FHLBank System.

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