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## *Missouri Public Service Commission*

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Director of Regulatory Review  
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**January 28, 2014**

**RE: Calendar Year 2013 Annual Report**

### **IMPORTANT NOTICE TO MISSOURI PUBLIC UTILITIES**

Pursuant to Section 392.210, Section 392.550.3(7), RSMo., Section 393.140, RSMo., and the Commission rules at 4 CSR 240-3.540 (Telecommunications and IVoiP Companies) public utilities are required to submit an annual report to the Missouri Public Service Commission.

Please Note:

- ❖ Due on or before April 15, 2014.
- ❖ The form(s) submitted to the Commission must be originals in loose-leaf format (in lieu of a hard copy, an electronic version may be submitted in the Commission's Electronic Filing and Information System, EFIS).
- ❖ Attempts to substitute forms such as stockholder reports without concurrently filing official Commission forms with appropriate cross-references will be considered non-compliant.
- ❖ Complete each question fully and accurately, even if it has been answered in a previous annual report. Enter the word "None", "0" or "N/A" where it truly and completely states the fact. An unanswered question will result in a deficiency notice requiring an additional response.
- ❖ Each utility must submit a report, even if it had ZERO revenues during the reporting year.

**Reports that do not meet these requirements will not be considered "submitted." Utilities will be subject to legal action under state law for failure to submit annual reports on time without a timely extension request. A utility that does not timely file its annual report, or its response to a notice that its annual report is deficient when a response is sought, is**

**subject to a penalty of one hundred dollars (\$100) for each day that it is late in filing its annual report or response to a notice of deficiency.**

**Requests to submit annual report data under seal:**

Utilities may request classification of selected portions of their annual report as non-public. Please note that all information classified as non-public will still remain subject to potential disclosure as provided under the Missouri open records act (Chapter 610 RSMo) and Section 386.480, RSMo.

In order to take advantage of this procedure, the submitter, either through EFIS or in hard copy form, must:

- A. Provide both a fully completed version to be kept under seal and a redacted public version that clearly informs the reader that the redacted information has been submitted under seal. The cover of each version must clearly identify whether it is the public or the non-public version. Each page of each version of the report containing non-public information should be clearly identified as containing such information.
- B. Submit both versions of the annual report with a cover letter stating that the utility is designating some or all of the information in its annual report as confidential information, including the name, phone number and e-mail address (if available) of the person responsible for addressing questions regarding the confidential portions of the annual report.
- C. Prominently attach a detailed affidavit to both versions that identifies the specific types of information to be kept under seal, provides a reason why the specific information should be a closed record, and stating that none of the requested information is available to the public in any format.

**Requests for extension to submit annual report:**

Utilities may request an extension of less than 30 days by 1) submitting a written notification prior to April 15th to the Data Center (the EFIS option for this is located under "Filing/Submission - Non-case Related Submission - MO PSC Annual Report Extension Request") that states the reason for the extension, and 2) certifying that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus (i.e., where the Company is identified as a moving party in the case caption) of the proceeding.

All requests for an extension of 30 days or more must be filed prior to April 15th as a legal pleading in a case. If the Company is a corporation or partnership, the pleading must be filed by an attorney licensed to practice in Missouri. If the utility is individually-owned, the Company owner may file this pleading. The pleading must state the reason for the extension and certify that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus of the proceeding (i.e., where the Company is identified as a moving party in the case caption). The filing should be submitted in pleading form and comply with the filing requirements of Chapter 2 of 4 CSR 240.

Questions about the annual report form or its content may be submitted to:

Kari Salsman (573) 526-5630 or  
by email at [kari.salsman@psc.mo.gov](mailto:kari.salsman@psc.mo.gov)

The completed document should be submitted under EFIS (accessible from the Commission's website at <http://www.psc.mo.gov/>) or mailed to:

Data Center  
Missouri Public Service Commission  
200 Madison Street, Suite 100, Jefferson City, MO 65101  
(P.O. Box 360, Jefferson City, MO 65102-0360)

Sincerely,



Cherlyn D. Voss  
Director of Regulatory Review

Enclosure