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## Missouri Public Service Commission

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### IMPORTANT NOTICE TO MISSOURI PUBLIC UTILITIES

January 19, 2015

**RE: Calendar Year - 2014 Annual Report**

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. The current annual report form was approved by the Commission on December 17, 2014, and can be downloaded from the agency's website at: <http://psc.mo.gov/Forms/Forms>. **DO NOT use previous versions of the form.**

**Please Note:**

- ❖ The Annual Report is due on or before **April 15, 2015.**
- ❖ The form(s) submitted to the Commission must be originals in loose-leaf format (in lieu of a hard copy).
- ❖ An electronic version of the report may be submitted in the Commission's Electronic Filing and Information System, EFIS).
- ❖ Attempts to substitute forms (i.e., stockholder reports, etc.) without concurrently filing official Commission forms with appropriate cross-references will be considered non-compliant.
- ❖ All parts of this form **MUST** be completely and accurately filled out, even if it has been answered in a previous annual report.
- ❖ Enter the word "**None**", "**0**" or "**N/A**" on the form where applicable. Any unanswered question(s) will be considered non-compliant.
- ❖ 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 that have not filed their report or requested an extension by April 15 will be subject to legal action under state law for failure to submit annual reports on time. A utility that does not timely file its annual report or response to a notice of deficiency when requested, is subject to a penalty of one hundred dollars (\$100) plus an additional penalty of one hundred dollars (\$100) for each day that it is late in filing its annual report or a complete response to a notice of deficiency.**

**Requests for 30 Day Extension to Submit Annual Report:**

Utilities may request an extension of **less than 30 days** by:

- 1) Submitting a written notification prior to April 15<sup>th</sup> to the Data Center, or
- 2) Submitting the request directly into EFIS; located on the Commission's website at: <http://www.psc.mo.gov/> under "EFIS", "Login", "Filing/Submission, Non-case Related Submission, MO PSC Annual Report Extension Request" and state the reason for the extension, and,
- 3) 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.

**Requests for Extensions Greater Than 30 Days to Submit Annual Report:**

Extension requests of **more than 30 days must be filed prior to April 15th as a legal pleading.** 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 owner of the Company 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.

**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, **either through EFIS or in hard copy form, the Submitter must:**

- A. Provide both a fully completed version to be kept under seal, plus a redacted public version that clearly informs the reader that the redacted information has been submitted under seal. The cover page and subsequent pages of each version must clearly identify whether it is a Public (P) or a Non-Public (NP) version.
- 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,

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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: a) the specific types of information to be kept under seal, b) provides a reason why the specific information should be a closed record, and c) states that none of the requested information is available to the public in any format.

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 Annual Report 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