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## *Missouri Public Service Commission*

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<http://www.psc.mo.gov>

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

**January 23, 2018**

**RE: Calendar Year - 2017 Annual Report**

Pursuant to Section 393.140, RSMo., and Commission Rules 4 CSR 240-3.165 (Electric Utilities), 4 CSR 240-3.435 (Steam/Heat Utilities), 4 CSR 240-3.245 (Gas Utilities), 4 CSR 240-3.335 (Sewer Utilities), and 4 CSR 240-3.640 (Water Utilities), public utilities are required to submit an annual report to the Missouri Public Service Commission (“Commission”).

The current annual report form was approved by the Commission on December 13, 2017, and can be downloaded from the agency's website at: [www.psc.mo.gov/Forms/Annual Report Forms](http://www.psc.mo.gov/Forms/Annual_Report_Forms). Instructions for the forms are also available on the website posted within the specific utility type section. **DO NOT use previous versions of the form.**

A helpful tutorial for companies filing small class water and sewer annual reports is also available on this site.

**Please Note:**

- The annual report is due on or before **April 15, 2018**.
- An electronic version of the report may be submitted in EFIS, the Commission’s e-filing system.
- Substituting 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.
- 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.

- If you are unable to e-file the report, the form(s) submitted to the Commission must be hard copy originals. (If the report is e-filed, please **do not** submit a hard copy of the report to the Commission also.)

Reports that do not meet these requirements **will** be considered "**non-compliant**". Utilities that have not filed their report by **April 15<sup>th</sup>** or requested an extension prior to **April 15<sup>th</sup>**, of the current calendar year, will be subject to legal action under state law for failure to submit their annual report on time. Pursuant to Section 393.140(6), 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. Also, if your company's annual report is not filed with the Commission, you may be unable to file certain applications with the Commission including but not limited to Applications for a Rate Increase.

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

Utilities may request an extension of **30 days or less prior to April 15<sup>th</sup>** by:

- 1) Submitting to the Data Center either a written request for an extension on company letterhead and signed by an officer of the company **or** by completing and submitting the extension request form located on the Commission's website at: <http://psc.mo.gov/Forms/>; **or**
- 2) Submitting the request directly into EFIS located on the Commission's website at: [www.psc.mo.gov](http://www.psc.mo.gov) under 'EFIS'. (Filing instructions can be found under the Help section of EFIS. Refer to the annual report topics.) The request must state the reason for the extension; **and**
- 3) The Company must certify that a copy of the extension 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:**

Extension requests of **more than 30 days must be filed as a legal pleading prior to April 15<sup>th</sup>**. 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 pleading must 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 Sunshine Law (Chapter 610 RSMo.) and Section 386.480, RSMo.

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In order to submit portions of the annual report under seal, 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 Confidential (C) 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, and include 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: a) identifies 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:

Kim Bolin (573) 751-5026 or via email to: [kim.bolin@psc.mo.gov](mailto:kim.bolin@psc.mo.gov)

The completed annual report should be submitted in EFIS (accessible from the Commission's website) at [www.psc.mo.gov/](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,

/s/ Natelle Dietrich  
Natelle Dietrich  
Commission Staff Director