



Missouri Public Service Commission

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IMPORTANT NOTICE TO MISSOURI TELECOMMUNICATIONS AND IVOIP COMPANIES

February 15, 2023

RE: Calendar Year – 2022 Annual Report

Pursuant to Sections 392.210, 392.550.3(7), RSMo., and the Commission Rules at 20 CSR 4240-28.012(1)(A) telecommunications and IVoIP companies are required to submit an annual report to the Missouri Public Service Commission (“Commission”).

The current annual report can be downloaded from the agency’s website at: www.psc.mo.gov/Forms/AnnualReportForms. **DO NOT use previous versions of the form.**

Please Note:

- The annual report is due on or before **April 15, 2023**.
- 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 telecommunication and/or IVoIP company 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**”. Companies that have not filed their report by **April 15th** or requested an extension prior to **April 15th**, of the current calendar year, will be subject to legal action under state law for failure to submit annual reports on time. Pursuant to Sections 392.210 and 392.550.3(7), a telecommunications and/or IVoIP company 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.

Requests for 30 – Day Extension to Submit Annual Report:

Companies may request an extension of 30 days or less prior to April 15th 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 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; as well as an email address where you can be notified of approval or denial of the extension request; **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 Extension Greater Than 30 Days:

Extension requests for **more than 30 days must be filed as a legal pleading prior to April 15th**. If the Company is a corporation or partnership, the pleading must be filed by an attorney licensed to practice in Missouri. If the telecommunications and or IVoIP company 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 20 CSR 4240.

Requests to Submit Annual Report Data Under Seal:

Companies 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.

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 telecommunications and/or IVoIP company designated 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.

NOTE: Section 392.550(7)(c) requires the Missouri Commission to maintain IVoIP line quantities as proprietary. If a company provides only IVoIP service or reports those line counts separately, the company is required to submit customer line counts (Form Page 4) as Confidential.

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

Kari Salsman (573) 526-5630 or via email to: kari.salsman@psc.mo.gov.

The completed annual report should be submitted in EFIS (accessible from the Commission's website at www.psc.mo.gov or mail 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/ Kimberly Bolin

Kimberly Bolin
Director Financial and Business Analysis Division