

FEDERAL ENERGY REGULATORY COMMISSION  
Office of Enforcement  
Washington, DC 20426

December 19, 2007

**TO CENTRALIZED SERVICE COMPANIES  
FILING FERC FORM NO. 60**

Enclosed are instructions and other pertinent information for use in preparation and submission of FERC Form No. 60, Annual Report of Centralized Service Companies (FERC Form 60), for the reporting year ending December 31, 2007.

**HIGHLIGHTS**

- The deadline for filing the 2007 FERC Form 60 is **May 1, 2008**,
- The Office of Enforcement's Forms Administration and Data Branch has responsibility for administering FERC Form 60 as well as answering questions concerning reporting and filing requirements, and
- All software and technical questions regarding submission and accessing FERC Form 60 data will be handled by FERC Online Support Staff.

**WHO MUST SUBMIT FERC FORM 60**

Each centralized service company must submit FERC Form 60 in accordance with 18 C.F.R. § 366.23 (2006).

**WHEN AND HOW TO SUBMIT FERC FORM 60**

Companies filing FERC Form 60 must file electronically by May 1, 2008. The electronic submission must be created by using the FERC Form 60 submission software provided free by the Commission at its web site: <http://www.ferc.gov/docs-filing/eforms/form-60/elec-subm-soft.asp>. The software is used to submit the electronic filing to the Commission via the Internet. It is not necessary to file a paper copy with the Commission.

**HELP WITH FERC FORM 60 SUBMISSION SOFTWARE AND  
ELECTRONIC FILING**

All questions about how to install or use the software should be referred to FERC Online Support toll free at 1-866-208-3676, locally at 202-502-6652 (or 202-502-8659 for TTY), or email [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov).

New companies or companies filing with a new name must first register by sending an email to [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov) containing the following information: company name, company address, point-of-contact name, email address and phone number.

After receiving this information, FERC Online Support will provide the requestor with instructions on how to set up the software application and an access number to permit electronic filing via the forms submission software. The point-of-contact list will be used to disseminate any future information on the software. Once a company has been assigned an access number it does not need to obtain a new one for subsequent annual filings.

## **RESUBMISSIONS OF FERC FORM 60 FILINGS**

Resubmit any revised FERC Form 60 data via the Internet using the forms submission software only. Explain the reason for the resubmission in a footnote to any revised data fields.

## **OTHER REPORTING MATTERS**

### **Questions Concerning Filing and Reporting Requirements for FERC Form 60**

All informal questions regarding filing and reporting requirements and other matters relating to the reporting of information in FERC Form 60 should be directed to the Office of Enforcement's Forms Administration and Data Branch. Please contact Samuel Berrios, Jr. at 202-502-6212 or Brian Holmes at 202-502-6008 or send questions to [form60@ferc.gov](mailto:form60@ferc.gov).

### **Requests for Extension of Time Related to FERC Form 60**

All FERC Form 60 filings for the 2007 reporting year are due on or before May 1, 2008. Filers are required to file on time. The Commission takes very seriously the matter of filing forms by the dates prescribed in its regulations. The Commission is in no way obligated to grant extensions of time, especially in instances where the circumstances are within the company's control. All filers are strongly encouraged to institute policies and procedures to ensure that FERC Form 60 is filed by the date prescribed in the regulations.

If an extraordinary situation may cause a filing delay, companies must submit a written request for extension of time to file. The request must include a detailed

explanation and justification for the extension and should be filed via eFiling or by mail to the Secretary of the Commission.

Requests for extension of time to file should be submitted as far in advance of the filing due date as possible to allow the Commission sufficient time to consider and act on the request prior to the due date. Companies that have not filed their FERC Form 60, or have not been granted an extension of time to file them, by the filing due dates are deemed to be out of compliance with the Commission's regulations.

### **Questions Regarding Forms Submission Software and Data Downloading Issues**

All problems and questions regarding the FERC Form 60 submission software and downloading data should be addressed to FERC Online Support toll-free at 1-866-208-3676 or [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov).

Companies with additional questions that are not covered by this letter should contact at Samuel Berrios, Jr. 202-502-6212 or Brian Holmes at 202-502-6008.

Sincerely,

Scott P. Molony  
Chief Accountant