

FILING GUIDELINES

CPA Certification Statements for FERC Forms 1, 1-F, 2, and 2-A

The Commission's regulations require a Report of Certification, generally referred to as the CPA Certification Statement, to be filed within 30 days after the electronic filing date of FERC Forms 1 and 1-F (18 C.F.R. §48.11). The Commission's regulations require a Report of Certification to be filed on the day the FERC Form 2 or 2-A is due (April 18 of each year). However, natural gas companies previously classified as Class C or D prior to January 1, 1984, do not have to file a CPA Certification Statement (18 C.F.R. §158.11).

A scanned image copy of the CPA Certification Statement should be submitted using the Commission's electronic eFiling system. All persons who submit a filing or will be listed as person responsible for the submission must have a validated eRegistration account. To eFile, select the eFiling link at <http://www.ferc.gov/docs-filing/docs-filing.asp>.

During the eFiling submission process:

1. On the Filing Type Selection Screen, select the filing type "CPA Statement Certifications" from the Electric Menu for Forms 1 and 1-F or the Gas Menu for Forms 2 and 2-A.
2. On the Select Docket Screen, enter ZZ07-1 in the Docket Number search block, click on Search and select ZZ07-1-000 from the results.
3. Before you browse, select and attach the file, make sure that the full file name is less than 25 characters and contains no spaces or special characters.
4. On the Submission Description Screen, you may edit the description to more accurately describe your submission.

Annual Shareholder Reports Filed in Conjunction with FERC Form Nos. 1 and 2

Companies filing FERC Form Nos. 1 or 2 are also required to submit an Annual Stockholder's Report.

An electronic copy of the Stockholder's report should be submitted using the Commission's electronic eFiling system. All persons who submit a filing or will be listed as person responsible for the submission must have a validated eRegistration account. To eFile, select the eFiling link at <http://www.ferc.gov/docs-filing/docs-filing.asp>.

During the eFiling submission process:

1. On the Filing Type Selection Screen, select the filing type “Production of Document” from the Common Menu
2. On the Select Docket Screen, enter ZZ07-2 in the Docket Number search block, click on Search and select ZZ07-2-000 from the results.
3. Before you browse, select and attach the file, make sure that the full file name is less than 25 characters and contains no spaces or special characters.
4. On the Submission Description Screen, edit the description by replacing “Production of Document” with Annual Stockholder’s Report for (insert year).”

FERC-730, Report of Transmission Investment Activity

Public utilities that have been granted incentive rate treatment for specific transmission projects must file FERC-730 on an annual basis beginning with the calendar year incentive rate treatment is granted by the Commission. Such filings are due by April 18 of the following calendar year and are due April 18 each year thereafter. The following information must be filed:

(1) In dollar terms, actual transmission investment for the most recent calendar year, and projected, incremental investments for the next five calendar years;

(2) For all current and projected investments over the next five calendar years, a project by project listing that specifies for each project the most up-to-date, expected completion date, percentage completion as of the date of filing, and reasons for delays. Exclude from this listing projects with projected costs less than \$20 million; and

(3) For good cause shown, the Commission may extend the time within which any FERC-730 filing is to be filed or waive the requirements applicable to any such filing. The authority to act on motions for extensions of time to file FERC-730 or to waive the requirements applicable to any FERC-730 filing, including granting or denying such motions, in whole or in part, is delegated to the Chief Accountant or the Chief Accountant’s designee (18 C.F.R. §35.35(h))

The FERC-730 filing should be submitted using the Commission’s electronic eFiling system. All persons who submit a filing or will be listed as person responsible for the submission must have a validated eRegistration account. To eFile, select the eFiling link at <http://www.ferc.gov/docs-filing/docs-filing.asp>.

During the eFiling submission process:

1. On the Filing Type Selection Screen, select the filing type “FERC-730: report of Transaction Investment” from the Electric Menu. For Requests for Extensions of Time to File, Select “Utility Accounting Request” from the Electric Menu.
2. On the Select Docket Screen, enter ZZ07-3 in the Docket Number search block, click on Search and select ZZ07-3-000 from the results. For extension requests, there is no Select Docket Screen

3. Before you browse, select and attach the file, make sure that the full file name is less than 25 characters and contains no spaces or special characters.
4. On the Submission Description Screen, you may edit the description to more accurately describe your submission.

FERC-61, Report of Transaction Investment

Every service company in a holding company system, including a special-purpose company, which does not file a FERC Form No. 60 must instead file a narrative description of the service company's function during the prior calendar year (18 C.F.R. §366.23(a)(2) and Order No. 684).

The FERC-61 Reports should be submitted using the Commission's electronic eFiling system. All persons who submit a filing or will be listed as person responsible for the submission must have a validated eRegistration account. To eFile, select the eFiling link at <http://www.ferc.gov/docs-filing/docs-filing.asp>.

During the eFiling submission process:

1. On the Filing Type Selection Screen, select the filing type "FERC-61: Narrative Description of Service Company Functions" from the Electric Menu.
2. On the Select Docket Screen, enter HC07-7 in the Docket Number search block, click on Search and select HC07-7-000 from the results.
3. Before you browse, select and attach the file, make sure that the full file name is less than 25 characters and contains no spaces or special characters.
4. On the Submission Description Screen, you may edit the description to more accurately describe your submission.

If you are unable to file electronically, you must submit an original and two copies of your submission to:

Philis Posey, Acting Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Washington, D.C. 20426

Please be advised that the United States Postal Service scans all documents addressed to the Commission with a heat-treatment process that may render filings unusable. Please use express mail or courier delivery services