

Revised April 15, 2009

FILING GUIDELINES

CPA Certification Statements for FERC Forms 1, 1-F, 2, and 2-A Annual Shareholder Reports Filed in Conjunction with FERC Form Nos. 1 and 2 FERC-730, Report of Transmission Investment Activity FERC-61, Report of Transaction Investment Requests for Extension of Time to Submit Above Filings

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 Screen, make the following selections:
 - a. Col. 1: Electric (for Form 1) or Gas (for Form 2)
 - b. Col. 2: Report / Form for Existing Docket
 - c. Click on Next
2. On the Select Docket Screen, enter ZZ09-1 in the Enter Docket Number field; select ZZ09-1-000 from the results [Note that the docket changes when each new fiscal year begins on October 1. For filings on or after Oct. 1, 2009, use ZZ10-1; on or after Oct. 1, 2010, use ZZ11-1, etc.].
3. Before you browse, select and attach the file, make sure that the full file name is less than 60 characters. Note that the Commission does not yet accept MS Office 2007 files with 4-character file extensions.
4. On the Submission Description Screen, edit the description to more accurately describe your submission [e.g., CPA Certification Statement for (company)'s (year) Form 1 under ZZ09-1].

5. If it is necessary to request an extension of time to file, refer to the last section below on “Extension Requests”.

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 Screen, , make the following selections:
 - a. Col. 1: Electric (for Form 1) or Gas (for Form 2)
 - b. Col. 2: Report / Form for Existing Docket
 - c. Click on Next
2. On the Select Docket Screen, enter ZZ09-2 in the Enter Docket Number field; select ZZ09-2-000 from the results [Note that the docket changes when each new fiscal year begins on October 1. For filings on or after Oct. 1, 2009, use ZZ10-2; on or after Oct. 1, 2010, use ZZ11-2, etc.].
3. Before you browse, select and attach the file, make sure that the full file name is less than 60 characters. Note that the Commission does not yet accept MS Office 2007 files with 4-character file extensions.
4. On the Submission Description Screen, edit the description to more accurately describe your submission [e.g., Annual Stockholder Report of (company) for (year) under ZZ09-2]

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 Screen, make the following selections:
 - a. Col. 1: Electric
 - b. Col. 2: Report / Form for Existing Docket
 - c. Click on Next
2. On the Select Docket Screen, enter ZZ09-3 in the Enter Docket Number field; select ZZ09-3-000 from the results [Note that the docket changes when each new fiscal year begins on October 1. For filings on or after Oct. 1, 2009, use ZZ10-3; on or after Oct. 1, 2010, use ZZ11-3, etc.].
3. Before you browse, select and attach the file, make sure that the full file name is less than 60 characters. Note that the Commission does not yet accept MS Office 2007 files with 4-character file extensions.
4. On the Submission Description Screen, edit the description to more accurately describe your submission [e.g., FERC-730 Report of Transmission Investment Activity for (year) of (company) under ZZ09-3].
5. If it is necessary to request an extension of time to file, refer to the last section below on "Extension Requests".

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 Screen, make the following selections:
 - d. Col. 1: Electric
 - e. Col. 2: Report / Form for Existing Docket
 - f. Click on Next
2. On the Select Docket Screen, enter HC09-7 in the Enter Docket Number field; select HC09-7-000 from the results [Note that the docket changes when each new fiscal year begins on October 1. For filings on or after Oct. 1, 2009, use HC10-7; on or after Oct. 1, 2010, use HC11-1, etc.].
3. Before you browse, select and attach the file, make sure that the full file name is less than 60 characters. Note that the Commission does not yet accept MS Office 2007 files with 4-character file extensions.
4. On the Submission Description Screen, edit the description to more accurately describe your submission [e.g., FERC-61 Report of Transaction Investment for (year) of (company under HC09-7)].
5. If it is necessary to request an extension of time to file, refer to the last section below on “Extension Requests”.

Request for Extension of Time

If it's necessary to request an extension of time to submit any of the above filings, such requests 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 Screen, make the following selections:
 - g. Col. 1: Electric (for Electric matters) Gas (for Gas matters), or Oil (for Oil Matters, particularly Form 6 or 6-Q extension requests)
 - h. Col. 2: Accounting Filing or Request
 - i. Click on Next
2. The Select Docket Screen does not display (during processing, an AC Docket Number will be assigned and included in the Acceptance for Filing email)
3. Before you browse, select and attach the file, make sure that the full file name is less than 60 characters. Note that the Commission does not yet accept MS Office 2007 files with 4-character file extensions.
4. On the Submission Description Screen, edit the description to more accurately describe your submission [e.g., Request of (company) for Extension of Time to (date) to File (identify filing) under New Docket]

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

Kimberly D. Bose, 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 and delay receipt for two weeks or more. Please use express mail or courier delivery services to send paper and electronic media (CD/DVD) to FERC.