

FEDERAL ENERGY REGULATORY COMMISSION
Office of Enforcement
Washington, DC 20426
February 8, 2012

**TO COMPANIES
FILING FERC FORM NO. 552**

Enclosed are instructions and other pertinent information for use in preparation and submission of FERC Form No. 552, Annual Report of Natural Gas Transactions (FERC Form No. 552) for the reporting year ending December 31, 2011.

HIGHLIGHTS

- The deadline for filing the 2011 FERC Form No. 552 is **May 1, 2012**.
- The Commission has released the 2011 Fillable Form No. 552 PDF. It is available on the FERC website at <http://www.ferc.gov/docsfiling/forms.asp#552>. There are no changes or new requirements.
- The Office of Enforcement's Division of Audits has released the results of its [audits of Form No. 552](#) filed by Merrill Lynch Commodities, Shell Energy North America, Total Gas & Power and Petrohawk Energy.
- All software technical questions regarding submission and access to FERC Form No. 552 should be directed to FERC Online Support staff.

WHO MUST SUBMIT FERC FORM NO. 552

Physical natural gas buyers and sellers must complete and file the form annually if their "reportable" natural gas purchases or sales are equal to or greater than 2.2 trillion British Thermal Units (Tbtu) or 2.2 million (2,200,000) MMBtu in the reporting year.

WHEN AND HOW TO SUBMIT FERC FORM NO. 552

Companies filing FERC Form No. 552 must eFile the fillable Form No. 552 by May 1, 2011. The fillable Form No. 552 and instruction on how to eFile it can be found on the Commission's web site at <http://www.ferc.gov/docs-filing/forms.asp#552>. Paper copies and emails are not accepted.

HELP WITH FERC FORM NO. 552 FILLABLE FORM AND EFILING

All questions about how to download the fillable form 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.

RESUBMISSIONS OF FERC FORM NO. 552

Resubmit any revised FERC Form Nos. 552 via the fillable form, by eFiling it to the Commission. Please remember to check the resubmission box, and the year the revision pertains to. Also provide a brief description of the revision in the remarks section of the List of Schedules on page 2. Explain the reason for the resubmission remarks column.

CHANGES TO FERC FORM NO. 552

No changes have been made to the Form No. 552 for calendar year 2010 since the Commission issued Order 704-C on June 17, 2010. Staff has updated the Frequently Asked Questions and included additional guidance on reporting international natural gas transactions between the U.S. and Canada and U.S. and Mexico. [See Posting 5 dated 11/22/2010.](#)

Please contact Tom Russo at 202-502-8792 or Michelle Reaux at 202-502-6497 or send questions to form552@ferc.gov.

Sincerely,

Thomas Rieley, Chief, Market
Oversight Branch 1