



## Public Service Commission

### Public Service Commission

**John B. Rhodes**

Chair and  
Chief Executive Officer

**Diane X. Burman**

**James S. Alesi**

**Tracey A. Edwards**

**John B. Howard**

Commissioners

**Thomas Congdon**

Deputy Chair and  
Executive Deputy

**Robert Rosenthal**

General Counsel

**Michelle L. Phillips**

Secretary

Three Empire State Plaza, Albany, NY 12223-1350  
www.dps.ny.gov

January 30, 2020

### NOTICE TO FILE ANNUAL REPORT

A and B Electric and Gas Utilities subject to the Public Service Commission's reporting requirements are required to file an Annual Report. Gas-only companies are required to file this report by March 31 following the year covered by the report. Combination gas and electric companies are required to file by April 30.

The updated Annual Report forms for 2019 and the quarterly report forms can be found in Excel format on the Department of Public Service website: <http://www.dps.ny.gov/arform224.htm>. There are three forms that are required to be completed: PSC fercform – rev11.15.19.xlsx; PSC Supplemental Report – rev11.15.19.xls; and Qtr\_Fin\_Rpt\_ClassesAandB – rev12.15.xls. Please note the Commission requires that each gas and electric corporation file with its Annual Report its estimate of the ESCO revenue for the year subject to the Annual Report.<sup>1</sup>

Electronic filing of the Annual Report is strongly encouraged. The Excel version of the Annual Report should be filed electronically through the Department of Public Service's Document and Matter Management System (DMM) by choosing the existing Matter Number for your company, provided in the attachment to this letter.<sup>2</sup> The verification page is to be signed by the authorized company representative, notarized and filed electronically with the Annual Report. If your company does not have the capability to electronically file the annual report, please

<sup>1</sup> Case 09-M-0311, Implementation of Chapter 59 of the Laws of 2009 Establishing a Temporary Annual Assessment Pursuant to Public Service Law §18-a(6), issued and effective June 19, 2009.

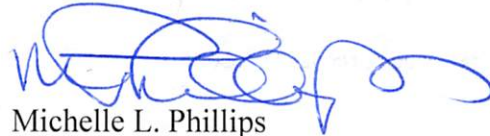
<sup>2</sup> To register with DMM, go to <http://www.dps.ny.gov/e-file/registration.html>.

January 30, 2020

contact our Central Files Office at 518-474-2500, or email [Secretary@dps.ny.gov](mailto:Secretary@dps.ny.gov) for further guidance.<sup>3</sup>

If the Annual Report contains confidential information, please follow the instructions provided in the Filing Guidelines, located on the Department's website at [www.dps.ny.gov](http://www.dps.ny.gov), under "Most Popular Pages."

Should you have any questions, please contact Janay Burke at (518) 474-4513.



Michelle L. Phillips  
Secretary

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<sup>3</sup> Title 16 of the Official Compilation of the Codes, Rules and Regulations of the State of New York requires the filing of multiple paper copies. However, electronically filing the completed Excel reports satisfies the requirement for filing multiple paper copies.