

FEDERAL ENERGY REGULATORY COMMISSION
Office of Enforcement
Washington, DC 20426

February 24, 2012

**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 for the reporting year ending December 31, 2011.

HIGHLIGHTS

- The deadline for filing the 2011 FERC Form No. 60 is **May 1, 2012**.
- The Office of Enforcement's Division of Energy Market Oversight has responsibility for administering FERC Form No. 60 as well as answering questions concerning reporting and filing requirements, and
- All software and technical questions regarding submission and accessing FERC Form No. 60 data will be handled by FERC Online Support staff.

WHO MUST SUBMIT FERC FORM NO. 60

Each centralized service company must submit FERC Form No. 60 in accordance with 18 C.F.R. § 366.23.

WHEN AND HOW TO SUBMIT FERC FORM NO. 60

Companies filing FERC Form No. 60 must file electronically by May 1, 2012. The electronic submission must be created by using the FERC Form No. 60 submission software provided free by the Commission at its web site <http://www.ferc.gov/docs-filing/forms/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 NO. 60 SUBMISSION SOFTWARE AND
ELECTRONIC FILING**

All questions about how to install or use the FERC Form No. 60 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.

New companies must first register by sending an email to 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 unless the form of the entity changes such as merger.

RESUBMISSIONS OF FERC FORM NO. 60 FILINGS

Resubmit any revised FERC Form No. 60 data using the revised FERC Form No. 60 submission software only. Explain the reason for the resubmission in a footnote to any revised data fields.

OTHER REPORTING MATTERS

Questions have been raised regarding electric and gas accounts that are not available but were used prior to adoption of the current Uniform System of Accounts for Centralized Service Companies. As a stop gap measure we advised companies to find the best fit for the account and footnote the item. We will continue to advise you to follow this solution. If you have questions, please contact our staff as described below.

We have noticed a number of filers submitting information on Page 402, Methods of Allocation, in insufficient detail. For example, a company may report the allocation as square footage. This is insufficient. A full explanation is needed. Is allocation based on total square footage in a particular building or based on total square footage of all buildings? Inadequate responses may require resubmission of your annual report. Your cooperation is appreciated.

**Questions Concerning Filing and Reporting Requirements for FERC Form
No. 60**

All informal questions regarding filing and reporting requirements and other matters relating to the reporting of information in FERC Form No. 60 should be directed to the Office of Enforcement's Division of Energy Market Oversight. Please contact Brenda Devine at 202-502-8522 or Brian Holmes at 202-502-6008 or send questions to form60@ferc.gov.

Sincerely,

Thomas Rieley
Chief
Market Oversight Branch 1