

FEDERAL ENERGY REGULATORY COMMISSION  
Office of Enforcement  
Washington, DC 20426

March 13, 2017

**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, 2016.

**HIGHLIGHTS**

- The deadline for filing the reporting year 2016 FERC Form No. 60 is **May 1, 2017**.
- All software and technical questions regarding submission and accessing FERC Form No. 60 data should be directed 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](mailto:ferconlinesupport@ferc.gov).
- Questions concerning reporting and filing requirements should be directed to the Office of Enforcement's Division of Energy Market Oversight, at [form60@ferc.gov](mailto:form60@ferc.gov).

**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 (2016) and 18 C.F.R. § 369.1 (2016).

**WHEN AND HOW TO SUBMIT FERC FORM NO. 60**

Companies filing FERC Form No. 60 must file electronically by May 1, 2017. The electronic submission must be created by using the FERC Form No. 60 submission software provided free of charge by the Commission at its website <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. Filing on electronic media pursuant to 18 CFR § 385.2011 (2016) is required.

## **FERC FORM NO. 60 SUBMISSION SOFTWARE AND ELECTRONIC FILING**

All questions about how to install the software or resolve issues with the 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](mailto:ferconlinesupport@ferc.gov).

Companies filing for the first time must first register by sending an email to [ferconlinesupport@ferc.gov](mailto:ferconlinesupport@ferc.gov) containing the following information: company name, company address, point-of-contact name, point-of-contact email address, and point-of-contact 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 (PIN) 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 through a merger or acquisition.

### **RESUBMISSIONS OF FERC FORM NO. 60 FILINGS**

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

### **OTHER REPORTING MATTERS**

If it is necessary to request an extension of time to file a Form No. 60 or FERC-61, the request must clearly state the time period needed, the reason the extension is necessary, and be received by FERC prior to the filing deadline.<sup>1</sup>

Questions concerning reporting and filing requirements should be directed to the Office of Enforcement's Division of Energy Market Oversight, at [form60@ferc.gov](mailto:form60@ferc.gov).

Sincerely,

Donald Callow  
Chief  
Market Oversight Branch 1

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<sup>1</sup> 18 C.F.R. § 385.2008(a) (2016)