



ILLINOIS COMMERCE COMMISSION

December 14, 2016

To: Illinois Designated Agents of Public Utilities

ACTION REQUIRED

Each public utility in the State is required to file an annual report with the Illinois Commerce Commission within three months after the close of the current year. Your company's annual report for the calendar year 2016 is required to be filed with this Commission, **no later than March 31, 2017**. This date is set by statute under Section 5-109 of the Public Utilities Act and is subject to a penalty.

Electronic versions of the Annual Report Forms are available on the ICC web site: <http://www.icc.illinois.gov>. Click on the "Public Utility" link at the top of the page. Click on "ICC Forms" on the drop down menu and follow the prompts for the appropriate utility type. **Please Note:** If you cannot open a .pdf form using Chrome, open using Internet Explorer.

Hard copies of Forms 21 (Electric and Gas) 23A and AR-13 (Telecommunications) will not be mailed. However, if you require a hard copy, please contact the Chief Clerk's Office at (217) 782-7434.

A hard copy of Form 22 for Water and Sewer Utilities is being mailed to those respective utilities for their convenience. Please forward the enclosed form to your appropriate staff for handling. **The annual report form is being sent to the in-state designated agent only.**

Copies of this letter and checklist are being mailed to all in-state and out-of-state designated agents. The checklist is being provided for assistance in avoiding common errors that can cause an annual report to be returned.

If you have any questions regarding this procedure or the content of the forms, please contact Dianna Hathhorn at (217) 785-5426.

The following is a list of the ICC Telecommunications forms by carrier type:

- Form 23A Small Incumbent Local Exchange Carriers
- Form AR-13 All other certificated telecommunications carriers (CLEC, IXCs, pre-paid phones, etc.)

After completing the form, submit, in hard copy, the original to the Chief Clerk, retaining a copy for your records. Only one report per utility is required. **The form must have original signatures and notarized, with notary seal, or it will not be accepted.**

Sincerely,

Elizabeth A. Rolando

Elizabeth A. Rolando
Chief Clerk

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STATE OF ILLINOIS



ILLINOIS COMMERCE COMMISSION

December 14, 2016

To: Illinois Designated Agents of
Common Carriers by Pipeline

ACTION REQUIRED

In accordance with Section 5-109 of the Public Utilities Act, each public utility (Common Carriers by Pipeline) in the State shall file a FERC Form No. 6 Annual Report of Oil Pipeline Companies with the Illinois Commerce Commission. This report must be filed with the Chief Clerk of the Commission at its office in Springfield within three months after the close of the year for which the report is made. Failure to file this report within the time specified shall cause the utility to be subject to a penalty.

Therefore, please be reminded that a copy of your company's FERC Form No. 6 annual report for the calendar year 2016 is required to be filed with this Commission **no later than March 31, 2017**.

Your cooperation is appreciated.

Sincerely,

Elizabeth A. Rolando

Elizabeth A. Rolando
Chief Clerk

Copy of letter to Out-of-State agent,
where applicable

CHECK LIST

Please double-check your annual report before mailing. The following list contains **common errors** that can cause an annual report to be returned:

- ✓ **Wrong Name:**
MUST be filed in the exact name as it appears on the ICC Database. YOU MAY REFER TO THE DESIGNATED AGENT FORM ON THE ICC DATABASE. Your report will be returned if the name is not correct.

- ✓ **No signature:**
An original signature is required on the notarized copy.

- ✓ **Signature Not Notarized:**
Check for original notary signature and notary seal.

- ✓ **Number of Copies:**
You must file one original. We suggest you keep a copy for your records.

- ✓ **Incomplete Annual Report:**
Please read Annual Report Instructions carefully. The Annual Report without the above referenced information will be returned.

- ✓ **Proprietary Treatment:**
If you have authority to file your annual report as proprietary, you must file a **public and proprietary version** and you must include a copy of the Order or include the docket number granting proprietary status. If you do not have authority to file proprietary, you must petition the Commission for approval *prior* to the filing deadline.

THANK YOU FOR CHECKING THIS LIST BEFORE MAILING YOUR REPORT.

<p>FAILURE TO FILE THIS REPORT MAY RESULT IN CANCELLATION OF YOUR CERTIFICATE</p>
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ILLINOIS COMMERCE COMMISSION

December 14, 2016

Copy of Letter only - (No Form Enclosed)

This Notice Requires Action

You may list an out-of-state agent but it is required that you provide an Illinois agent.

TO **ILLINOIS** DESIGNATED AGENTS OF
PUBLIC UTILITIES IN ILLINOIS

This is a reminder that 83 Illinois Administrative Code 215 **requires** that each utility annually designate, **in writing**, on a form prescribed by the Commission, an agent **within** the State of Illinois upon whom service of all process, notices and demands may be made, and **to file** such designation in the Chief Clerk's office **prior to January 31** of each year.

TO **ILLINOIS** DESIGNATED AGENTS
OF ELECTRIC COOPERATIVES

In order to maintain an up-to-date list of our Designated Agents, we **request** that you file a designation, in writing, on a form prescribed by the Commission, of an agent within the State of Illinois upon whom service of all process, notices and demands may be made. We also request the name, address, telephone number, any facsimile number and any e-mail address of the chief executive officer of your company.

The form listing the chief executive officer and designated agent information that we currently have on file can be found at <http://www.icc.illinois.gov/utility/>. Please indicate if the information is correct or make any necessary changes or additions **including phone numbers, fax numbers and e-mail addresses** on the form.

The form must be returned to my office at the address below.

PLEASE NOTE: If you cannot open a .pdf form using Chrome, open using Internet Explorer.

Your prompt attention to this mandate is appreciated. **Failure to comply with this requirement can lead to the imposition of sanctions by the Commission or a court.**

Sincerely,

Elizabeth A. Rolando

Elizabeth A. Rolando
Chief Clerk