



# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

### MEMORANDUM

TO: All Massachusetts Electric, Gas, and Water Companies, and Municipal Light Plants (Electric and Gas)

FROM: Mark D. Marini, Department Secretary

RE: Filing of Annual Returns, including E-Filing

DATE: January 14, 2025 (Corrected)<sup>1</sup>

CC: David Lyons, General Counsel  
Emily Luksha, Director, Rates and Revenue Requirements Division  
Sean Hanley, Assistant Director, Rates and Revenue Requirements Division  
Cara Mottola, Director, Natural Gas Division

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Each electric, gas, and water company engaged in the manufacture and sale or distribution and sale of electricity, gas, or water in Massachusetts is required to submit an Annual Return to the Department of Public Utilities (“Department”) on or before March 31 of each year. G.L. c. 164, § 83; G.L. c. 165, § 2; 220 CMR 79.01 (gas companies); 79.03 (water companies); 79.04 (electric companies). Similarly, each municipal lighting plant must file an Annual Return to the Department on or before September 30 of each year. G.L. c. 164, § 63; 220 CMR 79.02 (municipal light plants); Memorandum from Sean Hanley, Acting Director, Rates and Revenue Requirements Division to All Municipal Lighting Plans (Electric and Gas), *Annual Returns Filing Deadline Extension* (January 21, 2020). On February 2, 2014, January 16, 2015, and January 21, 2020, the Department issued separate memorandums outlining additional filing requirements that included the appropriate email addresses to be used when submitting Annual Returns to the Department. This memorandum supersedes the January 21, 2020 memorandum involving appropriate Department email addresses.

As a reminder, all original Annual Returns and corresponding \$5 filing fees must be mailed to Mark D. Marini, Department Secretary. Checks should be made payable to the “Department of Public Utilities.”

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<sup>1</sup> In the initial memorandum, the Department incorrectly identified March 31 as the deadline for the filing of Annual Returns by municipal lighting plants.

All Annual Returns must also be emailed to [DPU-annualreturns@mass.gov](mailto:DPU-annualreturns@mass.gov) and [mark.marini@mass.gov](mailto:mark.marini@mass.gov). Additionally, electric and water companies and municipal light plants must mail or email a copy of their Annual Returns to Emily Luksha ([emily.luksha@mass.gov](mailto:emily.luksha@mass.gov)), Director, Rates and Revenue Requirements Division (“Rates Division”), **and for calendar year (“CY”) 2024 returns only**, to Sean Hanley ([sean.hanley@mass.gov](mailto:sean.hanley@mass.gov)), Assistant Director, Rates Division; and gas companies must mail or email a copy of their Annual Returns to Cara Mottola ([cara.mottola@mass.gov](mailto:cara.mottola@mass.gov)), Director, Natural Gas Division.

Any electric, gas, or water company or municipal light plant requesting an extension of time to file their Annual Return must submit the original request to Emily Luksha, Director, Rates Division, **and for CY 2024 returns only**, to Sean Hanley, Assistant Director, Rates Division. An electronic copy of the request must also be emailed to [DPU-annualreturns@mass.gov](mailto:DPU-annualreturns@mass.gov).

Finally, if this memorandum should be directed to another company representative, please provide the alternative contact information to Mark D. Marini, Department Secretary, at (617) 305-3500 or [DPU-annualreturns@mass.gov](mailto:DPU-annualreturns@mass.gov) and [mark.marini@mass.gov](mailto:mark.marini@mass.gov).