



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 21, 2020

CC: Shane Early, General Counsel
Emily Luksha, Director, Rates and Revenue Requirements Division
Sean Hanley, Acting Director, Rates and Revenue Requirements Division
George Yiankos, Director, Natural Gas Division

Each electric, gas, and water company, as well as each municipal light plant, 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, §§ 63, 83; G.L. c. 165, § 2; 220 CMR 79.01 (gas companies); 79.02 (municipal light companies); 79.03 (water companies); 79.04 (electric companies). On February 2, 2014, and January 16, 2015, the Department issued memorandums outlining the filing requirements that included the appropriate mail and email addresses to be used when submitting Annual Returns to the Department. This memorandum supersedes the January 16, 2015 memorandum.

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."

All Annual Returns must also be emailed to DPU-annualreturns@mass.gov and 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), Director, Rates and Revenue Requirements Division ("Rates Division"), **and for calendar year ("CY") 2019 returns only**, to Sean Hanley (sean.hanley@mass.gov), Acting Director, Rates Division; and gas companies must mail or

email a copy of their Annual Returns to George Yiankos (george.yiankos@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 2019 returns only**, to Sean Hanley, Acting Director, Rates Division. An electronic copy of the request must also be emailed to 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 and mark.marini@mass.gov.