



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 16, 2015

CC: Rebecca L. Tepper, General Counsel
Kevin Brannelly, Director, Rates and Revenue Requirements Division
George Yankos, Director, 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 C.M.R. §§ 79.01 (gas companies), 79.02 (municipal light companies); 79.03 (water companies); 79.04 (electric companies). On February 2, 2014, the Department issued a memorandum outlining the filing requirements that included the appropriate mail and e-mail addresses to be used when submitting Annual Returns to the Department. Despite this notice, numerous companies continue to mail and e-file their annual returns to other Department staff.

As a reminder, all original Annual Returns must be sent to Mark D. Marini, Department Secretary. Electric and water companies and municipal light plants must also mail a copy of their Annual Returns to Kevin Brannelly, Director, Rates and Revenue Requirements Division. Gas companies must also mail a copy of their Annual Returns to George Yankos, Director, Gas Division.

To alleviate e-filing confusion, the Department has established an email address for use in submitting all Annual Returns. Effective immediately, all Annual Returns must be emailed to DPU-annualreturns@state.ma.us and mark.marini@state.ma.us.

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 Kevin Brannelly, Director, Rates and Revenue Requirements Division. An electronic copy of the request must be emailed to kevin.brannelly@state.ma.us and DPU-annualreturns@state.ma.us.

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@state.ma.us and mark.marini@state.ma.us.