

FEDERAL ENERGY REGULATORY COMMISSION  
Office of Enforcement  
Washington, DC 20426

February 19, 2021

**TO CENTRALIZED SERVICE COMPANIES AND SERVICE  
COMPANIES FILING FERC FORM NO. 60 OR FERC-61**

Enclosed are instructions and other pertinent information for use in preparation and submission of FERC Form No. 60, Annual Report of Centralized Service Companies, or FERC-61, Narrative Description of Service Company Functions, for the reporting year ending December 31, 2020.

**HIGHLIGHTS**

- The deadline for filing the reporting year 2020 FERC Form No. 60 and FERC-61 is **May 3, 2021**.
- All software and technical questions regarding submission and access to 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 Audits and Accounting, at [form60@ferc.gov](mailto:form60@ferc.gov).

**WHO MUST SUBMIT FERC FORM NO. 60 or FERC-61**

Each service company must submit FERC Form No. 60 or FERC-61 in accordance with 18 C.F.R. § 366.23 (2020) and 18 C.F.R. § 369.1 (2020).

## WHEN AND HOW TO SUBMIT FERC FORM NO. 60 AND FERC-61

Companies filing FERC Form No. 60 or FERC-61 must file by May 3, 2021.<sup>1</sup>

The electronic submission for the FERC Form No. 60 must be created by using 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 FERC Form No. 60 electronic filing to the Commission via the Internet. Filing on electronic media pursuant to 18 CFR § 385.2011 (2020) is required.

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

All questions about how to install the FERC Form No. 60 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 FERC Form No. 60 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.**

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<sup>1</sup> The Commission's regulations require FERC Form No. 60 filers to submit the reports electronically. In contrast, FERC-61 reports are not submitted electronically; FERC-61 filers must submit an original paper copy to the Secretary of the Commission at:

Secretary  
Federal Energy Regulatory Commission  
888 First Street, NE  
Washington, DC 20426

## **RESUBMISSIONS OF FERC FORM NO. 60 AND FERC-61 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.

If a resubmission of the FERC-61 is required, 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 FERC 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>2</sup>

Questions concerning reporting and filing requirements for both the FERC Form No. 60 and FERC-61 should be directed to the Office of Enforcement's Division of Audits and Accounting, at [form60@ferc.gov](mailto:form60@ferc.gov).

Sincerely,

Kristen Fleet  
Acting Director and  
Acting Chief Accountant  
Division of Audits and Accounting

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<sup>2</sup> 18 C.F.R. § 385.2008(a) (2020).