



# Annual Report Filing Check List

## Overview

In accordance with Section 5-109 of the Public Utilities Act, 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. Failure to successfully file this report within the time specified shall cause the utility to be subject to a penalty.

The annual report for each calendar year is required to be filed with this Commission, **no later than March 31, of the following year**.

The following authorities require the listed annual report form to be filed:

Authority	Form
Electric and Gas	Form 21
Sewer and Water	Form 22
Small Incumbent Local Exchange Carriers	Form 23A
All other certificated telecommunications carriers (CLEC, IXCs, pre-paid phones, etc.)	Form AR-13
Common Carriers by Pipeline	FERC Form No. 6 Annual Report of Oil Pipeline Companies

## Check List

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

- 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 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.

**NOTE: FAILURE TO FILE THIS REPORT MAY RESULT IN CANCELLATION OF YOUR CERTIFICATE**