

ANNUAL TARIFF FILING/DETARIFFED CERTIFICATION INSTRUCTION AND FORM

Pursuant to Public Utilities (Pub. Util.) Code Section 489(a), all telephone corporations are required to file its Tariffs with the Commission. To facilitate this requirement, the Communications Division requires this filing to be made annually by February 15 of each year. If no Tariffs are applicable, a telephone corporation must provide an annual letter certifying that it is completely Detariffed and provide relevant information supporting this certification. All utilities subject to this annual requirement must complete the **Annual Tariff Filing/Detariffed Certification Form**. Please carefully read the instructions below before completing and submitting the form. **FILE ELECTRONICALLY AND DO NOT SEND HARD COPIES UNLESS REQUESTED BY CPUC STAFF.**

The Tariff filing requirement is **NOT** applicable to Wireless Identification Registration (WIR) holders and to Interconnected Voice over Internet Protocol (VoIP) service providers that were granted informal registration pursuant to Pub. Util. Code Section 285.

The following are instructions to complete the **Annual Tariff Filing/Detariffed Certification Form** (form included at end of this document).

Instruction 1: Complete **SECTION 1: UTILITY INFORMATION**. All Information is required.

Instruction 2: Complete **SECTION 2: TARIFF STATUS**. Must select one.

- a. A Utility providing services that are Tariffed must select the checkbox *“The utility offers services that are Tariffed”* and complete **SECTION 4: UTILITY OFFICER ATTESTATION**. Utility must provide a copy of the current Tariff Schedule(s) in effect.
- b. A Utility that has been granted full Detariffed status of all services must select the checkbox *“The utility certifies that it is completely Detariffed”* and complete **SECTIONS 3: AUTHORITY FOR DETARIFFED STATUS** and **SECTION 4: UTILITY OFFICER ATTESTATION**.

Instruction 3: Skip if Tariffed. If utility identified as “Detariffed” in Section 2, complete **SECTIONS 3: AUTHORITY FOR DETARIFFED STATUS**. A utility may be granted Tariff exemption through the Commission decision it was granted an operating authority. A utility may have requested and subsequently been approved for Detariffed status via advice letter. Only provide information on authority that has been approved by the Commission.

Instruction 4: Complete **SECTION 4: UTILITY OFFICER ATTESTATION**. This must be signed by a corporate officer of the utility or its designee attesting under penalty of perjury under the laws of the State of California that the forgoing information, and all attachments are true, correct, and complete to the best of the officer’s or its designee knowledge and belief.

Instruction 5: Save the PDF file of the signed and completed Annual Tariff Filing/Detariffed Certification Form. The PDF file names should be formatted: *[Utility ID] [Utility Name] Annual Tariff-Detariff Filing [Year Submitted]*. Please make reasonable abbreviations of the Utility Name. Submit the PDF copy of the Annual Tariff Filing/Detariffed Certification Form, and a PDF copy of Tariff Schedule(s) in effect at time of filing (copy of Tariff Schedule is only required for Tariffed Utilities) – via e-mail to cdcompliance@cpuc.ca.gov with Email Subject Line: *[Year] Annual Tariff Filing [Utility Name][Utility ID Number]*.

Additional Information regarding Annual Tariff Filing Requirements is available at:

<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/carrier-reporting-requirements/tariff-filing-requirements/>

ANNUAL TARIFF FILING/DETARIFFED CERTIFICATION FORM

Pursuant to Public Utilities Code Section 489(a), All telephone corporations are required to file its Tariffs with the Commission. To facilitate this requirement, the Communications Division (CD) requires this filing to be made annually by February 15 of each year. If no Tariffs are applicable, a telephone corporation must provide an Annual Letter Certifying that it is completely Detariffed and provide relevant information supporting this certification.

SECTION 1: UTILITY INFORMATION (Required)			
Utility Name:			
Utility ID:	U-		-C
Date Submitted:			
SECTION 2: TARIFF STATUS (Required. Check One.)			
<input type="checkbox"/> The utility offers services that are Tariffed. Complete Section 4 and attach a copy of the current Tariff Schedule(s) in effect.			
<input type="checkbox"/> The utility certifies that it is completely Detariffed as authorized by the Commission. Complete Section 3 and Section 4.			
SECTION 3: AUTHORITY FOR DETARIFFED STATUS (Skip if Tariffed)			
Decision Number (s):			
Advice Letter Number (s):			
SECTION 4: UTILITY OFFICER CERTIFICATION (Required)			
<p>By signing this completed form, I attest under penalty of perjury under the laws of the State of California that the forgoing information, and all attachments are true, correct, and complete to the best of my knowledge and belief.</p>			
Utility Officer or Designee Name:			
Title:			
Contact Phone Number:			
Email:			
Signature of Officer:		Date Signed:	