

## **Electronic Tariff/Price List Filing Instructions**

New Tariff/Price List: Provide a PDF version of the entire tariff or price list via e-mail to the commission secretary at [secretary@puc.idaho.gov](mailto:secretary@puc.idaho.gov). The electronic submission of all documents is in lieu of filing paper. PLEASE DO NOT ALSO FILE A PAPER COPY!

Revisions to Tariff/Price List: Submit a PDF version of any revisions by e-mail. The proposed revision(s) must include a letter describing the changes and the new tariff/price list pages.

A stamped copy will be returned as an e-mail attachment to the person submitting the document. Approved tariffs/price lists are displayed on the PUC's website in alphabetical order by utility. The web address for approved tariffs/price lists is <http://www.puc.idaho.gov/fileroom/tariff/approvedtariff.html>.

Please note that new tariffs and any proposed revisions to existing tariffs must be approved by the commission before they become effective. Price lists are reviewed by the commission staff. Unless substantive problems are identified, price lists are accepted for filing and become effective on the requested effective date.

### **Important Requirements:**

(From the PUC's Procedural Rules 131-134:

<..\..\laws\Rules of Procedure 2014.pdf>)

- All files must be submitted in searchable Portable Document Format (PDF).
- Documents must be prepared using a 12-pitch, clearly readable font, which when printed will fit on an 8½ x 11-inch page.
- Each tariff/price list page must contain a blank space approximately 3 x 1½ inches in the upper right or lower right hand corner of each page to allow room for the PUC's stamp.
- Each electronic filing of a tariff/price list must contain: (1) a transmittal letter; (2) "marked/redlined" pages showing all changes to existing tariff/price lists with appropriate symbols for deletions, additions, etc.; and (3) "clean" pages showing the changes as they will appear when the changes or additions are effective. When they become effective, the pages showing the changes will be deleted and the "clean" pages will be placed in the "Approved" site for Tariff/Price Lists.

- Information may also be submitted on a CD in PDF format, but the preferred method of filing is by e-mail.
- The official filing date of all documents is the date the e-mail is received by the commission secretary. The commission secretary will acknowledge receipt of each tariff filing by return e-mail.

**If you have questions, please contact the commission secretary at 208-334-0338 or [secretary@puc.idaho.gov](mailto:secretary@puc.idaho.gov)**