|  |  |  |
| --- | --- | --- |
| Commissioners:  «COMMISSIONER1», Chairman  «COMMISSIONER2»  «COMMISSIONER3»  «COMMISSIONER4»  «COMMISSIONER5» | State of Florida  pscSEAL | Division of  Accounting and Finance  «AFDDIRECTOR»  Director  (850) 413-6900 |
| Public Service Commission | | |

«CurrentDate»

CERTIFIED MAIL:

«ContactName», «ContactTitle»

«UtilityName»

«Address1»

«City», «State» «Zip»

**RE: Delinquent «year» Annual Report for «UtilityName» («UtilityCode»)**

Dear «LastName»:

According to our records, «UtilityName» failed to timely file its «year» Annual Report by «ExtensionDate». Rule 25-30.110(6) and (7), Florida Administrative Code, sets penalties for noncompliance with the annual report requirement. The applicable penalty for a Class utility is $«Rate» per day and is based on the number of calendar days elapsed from the due date until the date of filing. The «year» report was «dayslate» days late for a penalty amount of **$«penaltyamt»**. Please submit a payment of **$«penaltyamt»** by check made payable to the Florida Public Service Commission for the amount of the penalties. The payment of the penalty should be mailed to: **Division of Administrative and IT Services, Fiscal Services Section, Florida Public Service Commission, 2540 Shumard Oak Boulevard, Tallahassee, Florida 32399-0850, ATTN: Valorie Moore.**

Please be reminded that Rule 25-30.110(7), F.A.C., requires that a penalty be assessed against any utility that fails to timely file an Annual Report. If we can be of further assistance, please call Curt Mouring at (850) 413-6427.

Sincerely,

«AFDDIRECTOR»

Director

ALM:sc