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| PUC logo | COMMONWEALTH OF PENNSYLVANIA  PENNSYLVANIA PUBLIC UTILITY COMMISSION  400 NORTH STREET, HARRISBURG, PA 17120 |  |

**Customer Transfer Filing – Checklist**

Electric Generation Supplier (EGS)

1) An EGS transferring customers (Transferring EGS) to another EGS (Receiving EGS) must send a Customer Transfer Filing to the Commission, containing all documentation required in steps 2 through 7, below.

Send Customer Transfer Filing to:

Rosemary Chiavetta, Secretary

Pennsylvania Public Utility Commission

400 North Street

Harrisburg, PA 17120

2) The Transferring EGS must provide a Cover Letter containing:

a. The Transferring EGS’s Docket Number;

b. The Receiving EGS’s Docket Number;

c. The effective date of the Customer Transfer;

d. An attestation that the affected customer contracts are assignable;

e. The number of customers remaining with the Transferring EGS after the customer transfer;

f. The Transferring EGS’s intended abandonment effective date and customer notification (if applicable); and

g. An explanation of the disposition of customers not being transferred to the Receiving EGS.

3) The Transferring EGS must serve the Customer Transfer Filing (non-confidential documents only) on the five statutory agencies and all electric distribution companies in which the Transferring EGS is licensed to operate. The Transferring EGS must also provide a signed Certificate of Service to the Commission as proof of service.

4) The Transferring EGS must provide a copy of its customer notification documentation to the Commission. The notification must be sent to the affected customers at least 30-days[[1]](#footnote-1) prior to the transfer effective date and include:

a. The Receiving EGS’s name and contact information;

b. An attestation that all current contracts will be honored; and

c. An attestation that the customer contracts are assignable.

5) The Transferring EGS must provide its most recent four quarters of gross receipts for the customers being transferred.

6) The Receiving EGS must provide its most recent four quarters of gross receipts.

7) The Transferring EGS and the Receiving EGS must provide documentation showing compliance with the Alternative Energy Portfolio Standard (AEPS) obligations. An email from the AEPS coordinator showing compliance is acceptable. See contact information below:

Scott Gebhardt

Pennsylvania Public Utility Commission

Bureau of Technical Utility Services – Policy and Planning

[sgebhardt@pa.gov](mailto:sgebhardt@pa.gov)

(717) 425-2860

8) The Transferring EGS and the Receiving EGS must be compliant with the Commission’s required annual fees and supplemental annual fees. See contact information below:

Cassi Pomeroy

Pennsylvania Public Utility Commission

Bureau of Administration – Fiscal

[RA-PCPUCASSESSMENTS@pa.gov](mailto:RA-PCPUCASSESSMENTS@pa.gov)

(717) 265-7548

9) The Transferring EGS and the Receiving EGS must maintain financial security compliance for the duration of the Customer Transfer Filing process.

10) The Commission may require additional information.

1. Commission Order entered on August 13, 1998, at Docket No. M-00960890F.0013. [↑](#footnote-ref-1)