

Guidelines for Telecommunications Tariff Submissions

Who is required to submit tariffs?

2011 Wisconsin Act 22 changed the general tariff filing requirements in Wisconsin. As of September 6, 2011, any telecommunications utility or alternate telecommunications utility that provides intrastate switched access **must** file and maintain an access tariff pursuant to Wis. Stat. 196.191(1). These providers **may** file and/or maintain other types of tariffs with the Commission (i.e. retail tariffs) at their discretion.

What is the new process for submitting a new tariff or an amendment?

As of June 1, 2012, a company's entire tariff (in PDF format) must be filed with the Commission in the Electronic Regulatory Filing System (ERF) each time a change is made to the tariff, not just the individual tariff sheets that are being modified. For example, if a company is changing a rate element in its retail tariff, the **ENTIRE** retail tariff must be filed (uploaded to ERF), not just the individual tariff sheet(s) being modified.

Additionally, a new telecommunications tariff filing interface must be used to file tariffs. This provides users with access to clear filing instructions, downloadable cover letters and a simplified ERF filing process.

1. As of June 1, 2012, telecommunications tariffs can no longer be directly uploaded into ERF. Instead, providers must use the "Upload Telecommunications Tariffs" link at: <http://psc.wi.gov/apps40/tariffs/default.aspx?tab=3>.
2. Prepare a cover letter and save it as an Adobe PDF. Providers may use their own cover letter or can download a copy of a cover letter from the tariff interface and then complete the required fields (identified in **red text**). The form letter will ask for:
 - o The date.
 - o The company name and utility ID number.
 - o The amendment number associated with the new filing (note: amendment numbers should be assigned sequentially).
 - o The type of tariff being modified.
 - o The name of the product/service being modified or added.
 - o The tariff section and page number(s) being modified or added.
 - o A description of the change(s).
 - o The effective date of the change(s).
3. Tariff filings made without a cover letter will **NOT** be accepted.

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4. Update the comprehensive PDF tariff file by replacing the outdated tariff sheets with the new and/or modified tariff sheets. General instructions for replacing pages in a PDF document can be found at <http://psc.wi.gov/apps40/tariffs/default.aspx?tab=3>.
5. Add (i.e. insert) the cover letter to the updated comprehensive tariff. The cover letter should be the first page of the PDF, followed by the complete updated tariff.
6. Enter the requested information on the telecommunications tariff interface page. You will be asked to:
 - o Select the utility name from a drop down menu.
 - o Select the type of tariff being modified.
 - o Upload the current tariff filing (i.e. a cover letter and the complete tariff).
 - o Enter a valid ERF login and password.
 - o Click “Submit and Upload to ERF.”
7. Successful submissions will receive a message indicating that the filing has been received and is pending. A second acknowledgement will be issued via e-mail once the tariff filing is accepted in ERF.
8. Filing a tariff in ERF does not constitute an order or decision by the Commission, nor does it determine any legal issue of jurisdiction, approval and/or implementation of changes to the rates, charges and service of the utility.

Will my tariffs still be available for review on the Commission’s website?

As of June 1, 2012, all telecommunications tariffs will be available for review in ERF, not on the current telecommunications tariff webpage (<http://psc.wi.gov/apps40/tariffs/default.aspx?tab=3>). However, that webpage will provide directions for how to search for tariffs in ERF and can provide a hyperlink to tariffs maintained on a provider’s website. Providers wishing to establish a hyperlink may e-mail Duane Wilson to identify the type of tariff (i.e. access, retail, etc.) that the Commission will link to, as well as the specific link to each tariff.

Who can I contact with questions about telecommunications tariffs?

PSC Telecommunications Tariff Contacts:		
Duane Wilson	(608) 266-5423	Duane.Wilson@wisconsin.gov
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