



Public Service Commission of Wisconsin

Phil Montgomery, Chairperson
Eric Callisto, Commissioner
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610 North Whitney Way
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October 2015

To: Wisconsin Public Utilities
From: The Public Service Commission of Wisconsin
Re: Official e-mail and mailing addresses

To streamline agency processes and to save the cost of printing and mailing orders of determinations of the Public Service Commission (Commission), the Commission, acting in accordance with 2011 Wisconsin Act 155, has been serving documents electronically when possible. To assist in the implementation of this process, utilities shall electronically update current mailing (no residential addresses, please) and e-mail addresses for primary utility contacts. If needed, rental of a Post Office Box may be required from your post office.

Utilities shall identify and provide contact information (including an e-mail address) of a utility contact person who is authorized to accept or, in the alternative, to establish a general e-mail address where the PSC can officially serve documents. For example the Commission's official e-mail address is PSCRecordsMail@wisconsin.gov and all e-mails to the agency should be sent to this address. Multiple PSC staff access this inbox throughout the day forwarding correspondence to appropriate staff.

When contact information changes, utilities are to verify or update information online at: <http://psc.wi.gov/appsIndex/utilityAddress.htm>. Information provided online will be filed directly into the Electronic Regulatory Filing (ERF) System and the Commission's utility database. Since January 1, 2013 the Commission has been officially serving notices, orders and other determinations electronically to either the e-mail of the utility contact person designated to accept service or the general e-mail account established by the utility for purposes of accepting service.

IMPORTANT: If any information changes, it is your responsibility to notify the Commission at the UNF link above (or in ERF at Docket #5-GF-225) so that changes are made instantaneously. Failure to notify the Commission of any changes will hinder your ability to receive information. Using the mail postal system, Commission staff would be notified by returned mail of an address change. With electronic service, physical postal address change notifications will no longer apply. To ensure utilities receive information from the Commission without interruption, utilities must maintain a valid e-mail address for service.

If you have questions, contact Records Management at PSCRecordsMail@wisconsin.gov

Thank you,
PSC Records Management