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

**Application for License Abandonment – Checklist**

File **90 days prior** to customer abandonment.

Electric Generation Supplier (EGS)

1) When filing an application for an EGS license abandonment, the licensee must send a written request for the license abandonment, along with all documentation required in steps 2 through 8, below.

Send applications for license abandonment to:

Rosemary Chiavetta, Secretary

Pennsylvania Public Utility Commission

400 North Street

Harrisburg, PA 17120

Or submit the application for license abandonment by [efiling.](https://www.puc.pa.gov/filing-resources/efiling/)

2) The licensee must serve the application for license abandonment (non-confidential documents only) on the five statutory agencies and all electric distribution companies in which the licensee is licensed to operate. The licensee must also file a signed Certificate of Service to the Commission as proof of service.

Statutory Agencies:

|  |  |
| --- | --- |
| Bureau of Investigation & Enforcement  Pennsylvania Public Utility Commission  Commonwealth Keystone Building  400 North Street, 2 West  Harrisburg, PA 17120 | Office of the Attorney General  Bureau of Consumer Protection  Strawberry Square, 14th Floor  Harrisburg, PA 17120 |
| Office of Consumer Advocate  5th Floor, Forum Place  555 Walnut Street  Harrisburg, PA 17120 | Commonwealth of Pennsylvania  Department of Revenue  Bureau of Compliance  Harrisburg, PA 17128-0946 |
| Office of the Small Business Advocate  Commerce Building, Suite 202  300 North Second Street  Harrisburg, PA 17101 |  |

EDC Companies:

|  |  |  |
| --- | --- | --- |
|  |  | **Pike County Light & Power Company:** |
|  |  | Vice President – Energy Supply  Corning Natural Gas Holding Corporation  330 West William Street  Corning, NY 14830 |
| **West Penn:** |  | **PECO:** |
| Legal Department  West Penn Power d/b/a Allegheny Power  800 Cabin Hill Drive  Greensburg, PA 15601-1689 |  | Manager Energy Acquisition PECO Energy Company 2301 Market Street Philadelphia, PA 19101-8699 |
| **Duquesne Light:** |  | **PPL:** |
| Regulatory Affairs  Duquesne Light Company  411 Seventh Street, MD 16-4  Pittsburgh, PA 15219 |  | Office of General Counsel  Attn: Kimberly A. Klock PPL Two North Ninth Street (GENTW3) Allentown, PA 18101-1179 |
| **Met-Ed, Penelec, and Penn Power:** |  | **UGI:** |
| Legal Department  First Energy  2800 Pottsville Pike  Reading PA, 19612  **Citizens' Electric Company:**  Citizens' Electric Company  Attn:  EGS Coordination  1775 Industrial Boulevard  Lewisburg, PA  17837 |  | UGI Utilities, Inc.  Attn: Rates Dept. – Choice Coordinator  2525 N. 12th Street, Suite 360  Post Office Box 12677  Reading, Pa  19612-2677  **Wellsboro Electric Company:**  Wellsboro Electric Company  Attn:  EGS Coordination  33 Austin Street  P. O. Box 138  Wellsboro, PA 16901 |

3) All remaining customers must be notified twice, at both 90 days and 60 days prior to abandonment.

4) **EGS Supplier Only** - Explain, in detail, how the customers’ load will be transferred to an alternate entity (e.g., default service, other licensed suppliers).

5) **EGS Supplier Only** - The licensee must provide a Tax Status Letter of Good Standing from the Department of Revenue.

6) The licensee must verify that all informal (Bureau of Consumer Services) and formal (Office of Administrative Law Judge) complaints under review at the Commission have been resolved.

7) **EGS Supplier Only** - The licensee must provide documentation showing that all obligations with PJM are resolved. See contact information below:

PJM Interconnection

2750 Monroe Blvd

Audubon, PA 19403

(610) 666-8980

8) **EGS Supplier Only** - The licensee must provide documentation showing it is compliant with the Alternative Energy Portfolio Standard obligations.

9) The licensee must provide documentation showing it is compliant with the Commission’s required annual fees and supplemental annual fees. See contact information below:

Pennsylvania Public Utility Commission

Bureau of Administration - Fiscal

(717) 787-8612

10) The licensee must maintain financial security compliance for the duration of the abandonment process.

11) The Commission may require additional information.

12) Upon approval, the Commission will serve a Secretarial Letter approving the application for license abandonment and removing the licensee’s information from the Commission’s website. Please be advised that the financial security instrument will be returned no less than 60 days after the issuance of the license abandonment approval.