**Section 290.70 Required Information**

a) Tariffs submitted electronically shall consist of a letter of transmittal, tariff pages and work papers, if applicable. Letters of transmittal and tariff pages will be publicly viewable. Work papers will be viewable only by the public utility representatives that submitted the work papers and Staff. The work papers represent information the public utility believes is necessary to facilitate the understanding of the tariff submission.

b) The letter of transmittal shall contain the following information:

1) The name of the public utility on record with the ICC.

2) The tariff pages that are being changed.

3) A signature of a representative of the public utility.

c) The letter of transmittal and tariff pages shall contain the information required by, and, except for page size and hard copy form, shall be in the format prescribed by, 83 Ill. Adm. Code 255.30(a) through (l)(3).

d) The work papers, if applicable, shall:

1) Be submitted in a separate file from the letter of transmittal and tariff pages file.

2) Use the following naming convention for the work paper file: Company Name – Tariff – WP.

3) For each page heading of the work paper file, provide the following minimum information:

A) Public utility name;

B) Tariff name;

C) Sheet No.; and

D) WP (or Work Paper) page x of x.

4) Be retained by the ICC as confidential and proprietary in accordance with Section 4-404 of the Act.