Formatting Requirements for the Submission of Applications/Documents on CD

- Include a cover letter describing documents submitted on CD (docket numbers-if applicable).
- The preferred format is PDF, but Word documents and spreadsheets are also acceptable. Documents must be compatible with an Adobe 8.0 professional system.
- All pages must be legible and facing the same direction (including landscape pages).
- One PDF file should contain no more than 100 pages. If a document exceeds 100 pages, save into separate PDF files as Part 1, Part 2, etc. (see example below).
- Save all taxes for one year in the same PDF, combining state and federal, not to exceed 100 pages per document.
- If graphics are included, contact the analyst to make accommodations for proper submission.
- When submitting several documents for one individual, create a folder with the name and docket number, if applicable, and include all pertinent documents within that folder:

FOLDER NAME: John Doe_22222

DOCUMENTS SAVED IN FOLDER: KEQ Form
MJPHD
2001 Taxes
2002 Taxes Part 1
2002 Taxes Part 2

- Use the following chart as a guideline for naming documents:

APPLICATION/DOCUMENT NAME	ABBREVIATION
Principal/Key Employee Form	KEQ Form *Year* Taxes
Multi Jurisdictional Personal History Disclosure Form	MJPHD
Pennsylvania Personal History Disclosure Renewal Form (Renewal)	PA PHD Renewal Form *Year* Taxes
Principal/Key Employee Waiver Form (New or Renewal)	KEQ Waiver Form
Principal Entity Waiver Form (New or Renewal)	PE Waiver Form
Application and Disclosure Information Form (CAT 1, CAT 2, CAT 3, Manufacturer, Supplier, etc.)	Main Application (type) Appendices (numbers) Schedule (numbers) SEC Filings (form)
Statement of Conditions items	SOC (condition number)