



**Department of Energy**  
Washington, DC 20585

<CURRENT MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Mr./Ms. Respondent Name>,

The Quarterly Electricity Imports and Exports Survey (EIA-111) for the <Missing Quarter & Year> reporting period **was due on** <Due Date>.

This is a mandatory information collection under 15 U.S.C. §772 et seq. The terms and conditions of an electricity Export Authorization and Presidential Permit for the construction, operation, maintenance, and connection of an international electric transmission facility issued by DOE also require the holder of such an authorization or permit to submit the information and data necessary to complete Form EIA-111 in a timely and accurate manner.

Log into the U.S. Energy Information Administration (EIA) [Data xChange Community Portal](#). The campaign by can be accessed from the Data xChange Community Portal **Home** or **Campaign** tab. For instructions on how to submit your data, select the **Knowledge** tab and type in "111" and you will find Information Session materials that include YouTube Videos, Power Point presentations and Frequently Asked Questions.

Form EIA-111 collects U.S electricity import and export data from importers and exporters of electricity, border balancing authorities, and entities authorized to export electric energy and to construct, operate or maintain facilities for the transmission of electric energy at an international boundary as required by 10 CFR 205.308 and 205.325. These data are used by the Department to track electricity being imported into and exported from the United States, and to furnish decision makers with accurate information on which to base trade policy

EIA estimates that the average reporting burden for this survey is one hour and thirty minutes per quarter, per respondent. Your company's mandatory participation will continue into the future until further notification. For Form EIA-111, the information reported will be considered public information and may be publicly released in identifiable form.

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team via e-mail at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov), or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

Debra Coaxum  
Director, Office of Oil, Gas, & Coal Supply Statistics  
U.S. Energy Information Administration  
U.S. Department of Energy