

ANNUAL REPORT FILING GUIDE
Applicable to Alternative Sellers of Natural Gas
Docket No. 18-01002

Pursuant to Nevada Revised Statutes (“NRS”) 703.191, each alternative seller of natural gas must file an annual report (“report”) with the Public Utilities Commission of Nevada (“Commission”) on or before **May 15** of the year following the calendar year for which the report is submitted. **There is no grace period.**

Nevada Administrative Code (“NAC”) 704.225 specifies the contents of the report and NRS 703.193 requires that the report be submitted under oath. The Annual Report, which includes a page for Reconciliation of Assessable Revenues and an Oath, page can be found on the Commission’s website at <http://puc.nv.gov>.

Please file this completed **Annual Report Form**, with accompanying **Company financial statements**, the **Reconciliation of Assessable Revenues Form**, and the signed **Oath page**, by mailing or hand-delivering the completed forms to either of the Commission’s Offices, or electronically filing the forms in accordance with the Commission’s electronic filing requirements, which are available on the Commission’s website. You should retain copies for your files.

Public Utilities Commission of Nevada
1150 East William Street
Carson City, NV 89701-3109

or

Public Utilities Commission of Nevada
9075 W. Diablo Drive, Suite 250
Las Vegas, NV 89148-7674

Failure to submit the complete report as described above will result in rejection of the report and may subject you to an administrative fine of up to \$1,000 per day for each day of the violation pursuant to NRS 703.380, revocation of your license pursuant to NRS 703.377, and/or other remedies available to the Commission.

If the mailing address or contact information for your company has changed from the last report, you must notify the Commission in writing of the change immediately. This is also required for any future changes.

Please note that the Annual Report and accompanying Company financial statements, once filed, will become a public record, unless you request portions of it to be treated as confidential. Please follow the Commission’s confidentiality procedures located in NAC 703.5274. If you submit any portion of your Annual Report or accompanying Company financial statements confidentially, you must complete and file a Protective Agreement with the Regulatory Operations Staff of the Commission.

If you have any questions regarding your responsibilities with regard to filing your report, please contact the Financial Analysis Division of the Regulatory Operations Staff of the Commission in Carson City at (775) 684-6155.

ALTERNATIVE SELLERS OF NATURAL GAS ANNUAL REPORT

Original:

Corrected: * If the original filing is being amended or corrected, the entire report must be resubmitted.

Date: _____

Calendar Year 2017

Docket Number 18-01002

for

1. Company Name: _____
Address: _____
City, State, Zip: _____
Phone No.: _____
2. Name and title of the person making this report: _____
3. Total Nevada gross intrastate operating revenues for the period: \$ _____
4. Number of:
 - a) Gas sales customers served: _____
 - b) Service-only customers served: _____
 - c) Total customers served (sum of 4a and 4b): _____
5. Please provide the following as attachments:
 - a) Statement of Income
 - b) Balance Sheet
 - c) Customer name and customer location (for gas sales customers, at a minimum report the city or county where gas is delivered)
 - d) Service Type for each customer (i.e., gas sales customers, service-only customers)

Financial statements must be prepared in accordance with generally accepted accounting principles using information from the calendar year.

OATH

I, _____, on behalf of _____ declare
[name of signatory] [regulated entity]
under penalty of perjury under the laws of the State of Nevada that I have carefully examined the foregoing information provided to the Public Utilities Commission of Nevada, and declare it to be a complete and correct statement to the best of my knowledge, information and belief; and that I have the authority to make these representations and to bind the regulated entity on whose behalf I am providing this information. I further declare that the foregoing information has been prepared by me or under my direction from the original books, papers and records of the regulated entity and that any accounts and/or figures provided embrace all the relevant financial operations of the regulated entity during the period of time for which the information is provided.

Printed Name: _____

Title: _____

Date: _____

Signature: _____

PUBLIC UTILITIES COMMISSION OF NEVADA
Reconciliation of Assessable Revenues
Gas/Electric/LPG/Geothermal
Calendar Year 2017

Date: _____

Company Name: _____

Gross Intrastate Operating Revenue: \$ _____

<u>Less Non-Assessable Revenue:</u>	<u>AMOUNT:</u>
Sales for Resale	\$ _____
Provision for Rate Refunds	\$ _____
Transmission Ancillary Services	\$ _____
Wheeling Revenue	\$ _____
Capacity Revenue	\$ _____
Scheduling Revenue	\$ _____
Distribution Demand Services	\$ _____
Unbilled Revenues	\$ _____
Internal Use	\$ _____
Other (describe)	\$ _____

Total Non-Assessable Gross Intrastate Operating Revenue: \$ _____

Total Assessable Revenue: \$ _____