

**ANNUAL REPORT FILING GUIDE**  
**Applicable to Alternative Sellers of Natural Gas**  
**Docket No. 20-01002**

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**      2019

**Docket Number**    20-01002

for

1. Company Name: \_\_\_\_\_  
d/b/a \_\_\_\_\_  
License No. \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
E-mail Address.: \_\_\_\_\_
2. Name and title of the person making this report: \_\_\_\_\_
3. Total Nevada gross intrastate operating revenues for the period: \$ \_\_\_\_\_
4. Peak month revenues from natural gas delivered in Nevada: \$ \_\_\_\_\_
5. Number of gas sales customers served: \_\_\_\_\_
6. 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)

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



**PUBLIC UTILITIES COMMISSION OF NEVADA**  
**Reconciliation of Assessable Revenues**  
**Gas/Electric/LPG/Geothermal**  
**Calendar Year 2019**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Gross Intrastate Operating Revenue:**      \$ \_\_\_\_\_

<u>Less Non-Assessable Revenue<sup>1</sup>:</u>	<u>AMOUNT:</u>
Commodity 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) <sup>2</sup>	\$ _____
_____	
_____	
_____	

**Total Non-Assessable Gross Intrastate Operating Revenue:**      \$ \_\_\_\_\_

**Total Assessable Revenue:**      \$ \_\_\_\_\_

<sup>1</sup> These are exemplary revenue categories, and they may not apply to each of the four utility types listed in the title header.

<sup>2</sup> Please use this line for revenue categories that do not fit in any of the specifically-identified revenue categories above.