

ANNUAL REPORT FILING GUIDE
Applicable to Alternative Sellers of Natural Gas
Docket No. 16-01002

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. Therefore, please submit the report form following this page for the previous calendar year, and a completed Reconciliation of Assessable Revenues Form (a separate file in Excel format).

NRS 703.193 requires that the report be submitted under oath. You should retain copies for your files.

Please file the completed report with the executed oath, and the completed **Reconciliation of Assessable Revenues** form 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.

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

The Commission’s electronic filing requirements are available on the Commission’s website at <http://puc.nv.gov>

Failure to submit the complete report as described above 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 your report, once filed, will become a public record, unless you request portions of it to be treated as confidential. Please follow the Commission’s procedures which are located in NAC 703.5274.

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 ☐

Date: _____

Calendar Year **2015**

Docket Number **16-01002**

1. Company Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

2. Name and title of the person making this report: _____

3. Please provide the following financial information as attachments:

1. A statement of income.

2. A balance sheet.

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

4. Total Nevada gross intrastate operating revenues for the period: \$ _____

5a. Number of gas sales customers served: _____

5b. Number of service only customers served: _____

5c. Total number of customers served (sum of 5a and 5b): _____

6. Please provide the following customer information as an attachment (this may be provided confidentially pursuant to the procedures identified in NAC 703.5274):

1. Customer name and customer location (for gas sales customers, at a minimum report the city and/or county where gas is delivered).
2. Service Type for each customer (i.e., gas sales customers, service only customers)
 The above information is required pursuant to NAC 704.225.

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: _____