

Annual Report Filing Guide
Applicable to Electric, Natural Gas, Railroad Utilities or Provider of New Electric Resource
Docket No. 16-01002

Pursuant to Nevada Revised Statutes (“NRS”) 703.191, each public utility and provider of new electric resource must file an annual report (“report”) with the Public Utilities Commission of Nevada (“Commission”). The report must be filed 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. All Electric, Natural Gas, Railroad Utilities, and all providers of new electric resource must submit the report form following this page for the prior calendar year, and a completed Reconciliation of Assessable Revenues Form. A completed Reconciliation of Assessable Revenues Form is not required for Electric co-ops.

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

Please file the completed report along with the executed Oath by mailing or hand-delivering the completed forms, on single-sided pages, 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, and/or other remedies available to the Commission.

If the mailing address or contact information for your utility has changed since the last annual 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.

**ELECTRIC, NATURAL GAS, RAILROAD AND PROVIDER OF NEW
ELECTRIC RESOURCE ANNUAL REPORT**

Section 1 – General Information

Original:

Corrected:

Date: _____

Calendar Year **2015**

Docket Number **16-01002**

for

1. Company Name: _____

d/b/a (if any): _____

Address: _____

City, State, Zip: _____

Telephone: _____

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

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

4. The number of customers served (NAC 704.225): _____

Section 2 – Other Required Information (NAC 704.225)

A. Electric and Natural Gas Utilities only:

Attached is a copy of the company's (please check the appropriate box):

- Appropriate Federal Energy Regulatory Commission Form (FERC); or
- Rural Utilities Service (RUS) Form 7; or
- Cooperative Finance Corporation (CFC) Form 7; or
- Statement of Income and Balance Sheet; and/or
- Rate of Return Calculation pursuant to NRS 704.185(1) or NRS 704.187(2). (Not required for utilities that are not rate regulated by the Public Utilities Commission of Nevada.)

B. Freight railroad utilities only:

Attached is a copy of the company's (all are required):

1. Surface Transportation Board (STB) form R-1, Railroad Annual Report, or alternatively, only the Balance Sheet (pages 5 through 15) and the Income Statement (pages 16 and 17); and
2. Nevada state-specific copy of Schedule 941, revenue freight tonnage; and
3. Nevada state-specific copy of SC-210, Railway Operating Revenues Earned within the State, Schedule SC-7.

C. Passenger railroad utilities only:

Attached is a copy of the company's:

- Income statement prepared by a responsible officer of the utility or by its outside accountant, in sufficient detail to ascertain the amount of assessable revenues.

D. Provider of new electric resources only:

Attached is a copy of the company's (all are required):

1. Statement of income; and
2. Balance sheet.

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: _____