

Annual Report Filing Guide
Applicable to Electric, Natural Gas, Railroad Utilities or
Provider of New Electric Resource
Docket No. 17-01002

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 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>. A completed Reconciliation of Assessable Revenues Form is not required for Electric co-ops.

Please file the completed Annual Report, with accompanying Company financial statements, as appropriate, by mailing or hand-delivering 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, 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 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 which are located in NAC 703.5274. If you submit any portion of your Annual Report or accompanying utility 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 responsibility to file 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 UTILITIES OR PROVIDER OF NEW ELECTRIC RESOURCE ANNUAL REPORT

Section 1 – General Information

Original:

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

Date: _____

Calendar Year 2016

Docket Number 17-01002

for

1. Company Name: _____

d/b/a: _____

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 are copies of the company's (all are required):

- 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
- Nevada state-specific copy of Schedule 941, revenue freight tonnage; and
- 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 resource only.

Attached are copies of the company's (all are required):

- Statement of income; and
- Balance sheet.

