

# ANNUAL REPORT FILING GUIDE

## Applicable to Alternative Sellers of Natural Gas

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 below for the calendar year, and a completed Reconciliation of Assessable Revenues Form which is included in this packet.

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

Please file the completed report with Oath, and the completed **Reconciliation of Assessable Revenues** form (a separate file in excel® format) 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>

Be sure to note the Docket Number when filing.

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

**Calendar Year**      2012

**Docket Number**    13-01002

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 an attachment:

- 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: \$ \_\_\_\_\_
5. The number of customers served: \_\_\_\_\_

The above information is required pursuant to NAC 704.225.

OATH

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ declare under

[Name of signatory]

[Regulated entity]

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: \_\_\_\_\_