

ANNUAL REPORT FILING GUIDE

Applicable to Competitive Suppliers of Telecommunication Services

Pursuant to Nevada Revised Statutes (“NRS”) 704.68871 and Nevada Administrative Code (“NAC”) 704.7483, each Competitive Supplier of Telecommunication Services 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.

NRS 704.68871 specifies the contents of the report. All Competitive Suppliers of Telecommunication Services must 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 that you are filing your report and Reconciliation of Assessable Revenues form in when filing.

Both the Annual Report and Reconciliation of Assessable Revenues Telecommunications form must be completed and filed to meet regulatory obligations, and must be submitted for any year (or part thereof) during which a Certificate of Public Convenience and Necessity (“CPC”) was active.

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 Certificate of Public Convenience and Necessity 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 and Reconciliation of Assessable Revenue forms, once filed, will become public records, 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 submit any portion of your report or Reconciliation of Assessable Revenue forms confidentially, you must complete 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.

Eligible Telecommunications Carriers (“ETC”) Only:

NAC 704.680465 requires that companies which have been designated as ETCs provide information concerning their compliance with offering the services described in 47 CFR § 54.101; and reporting on the frequency with which they advertise the availability of link-up/lifeline programs. Pursuant to NAC 704.680461(1)(c), this information must be attached to the Annual Report of designated ETCs as a supplemental exhibit.

In addition, an Annual Revenue and Assessment Report Form is due on or before July 1 of each year. On or before June 15 of each year, the Commission will mail the Annual Revenue and Assessment Report Form to your company which must be completed and returned with your remittance by July 1 of each year. For ETCs receiving High Cost Support, the reports required pursuant to 47 CFR § 54.313 must be attached to the Annual Revenue and Assessment Report Form of designated ETCs as a supplemental exhibit. For ETCs not receiving High Cost Support but receiving Universal Service Support for Low Income Customers, the reports required pursuant to 47 CFR § 54.422 must be attached to the Annual Revenue and Assessment Report Form of designated ETCs as a supplemental exhibit.

TELECOMMUNICATION PROVIDER ANNUAL REPORT REQUIREMENTS

CALENDAR YEAR 2012 Docket 13-01005

Public Utilities Commission of Nevada

1150 E. William Street
Carson City, NV 89701-3109
Phone: (775) 684-6101
Fax: (775) 684-6110



9075 W. Diablo Drive, Suite 250
Las Vegas, NV 89148
Phone: (702) 486-7210
Fax: (702) 486-7206

www.puc.nv.gov

1. Company Name:

DBA:

2. Address:

City, State, ZIP:

Company Website:

NOTE: ALL future correspondence will be sent to the above address.

Preparer Information:

3. Name:

Address:

Email Address:

4. The location where any working papers supporting the annual report may be reviewed:

5. Please provide the following financial information for the company regardless of whether the company had customers or provided service in Nevada.

- Statement of Income
- Balance Sheet
- A Statement of Cash Flows for the total operations of the telecommunication provider

The financial statements must be prepared in accordance with generally accepted accounting principles and based on the calendar year.

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

7. Company's regulatory contact who will be responding to any consumer complaints received by the Commission:

Name:

Phone:

Fax:

Email Address:

8. NAC 704.680465 requires that companies which have been designated as Eligible Telecommunications Carriers include information concerning their compliance with offering the services described in 47 CFR § 54.101; and reporting on the frequency with which they advertise the availability of link-up/lifeline programs. Failure to provide this information will result in rejection of the submitted annual report.

9. Enclose a completed Reconciliation of Assessable Revenues Form.

10. Please enclose a completed and signed oath page (NRS 703.193).

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: _____