

**Oklahoma Corporation Commission – Public Utility Division**  
**Instructions for Completing the Fee Assessment Data Request Form**  
**FY 2018**

NOTICE TO INDIVIDUALS:

This collection of information stems from the Oklahoma Corporation Commission’s (“OCC” or “Commission”) authority under 17 O.S. § 180.11. The data reported on the completed form will be used to calculate the Fee Assessment for each reporting company.

If you do not provide the information we request on the form, the OCC may consider you in violation of section 165:5-3-25 of the Oklahoma Administrative Code.

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**I. INTRODUCTION**

This worksheet sets forth the information that a public utility must report, so that the Administrator of the program may calculate and assess fees. While some public utilities may be exempt from filing the form, in general, all public utilities must complete and file this form. The assessment fees are calculated based on a public utility’s revenue and customer information, as reported in this form.

**II. FILING REQUIREMENT AND GENERAL INSTRUCTIONS**

**A. Who Must File**

All public utilities doing business in the state of Oklahoma, with very limited exceptions, must file the form. The term “public utility” as used in this document means all Competitive Local Exchange Companies (CLECs), Incumbent Local Exchange Companies (ILECs), Interexchange Telephone Companies (IXCs), Operator Service Providers (OSPs), Payphone Service Providers (PSPs), Resellers, Electric Distribution Companies, and Gas Distribution Companies. For telecommunications related companies, **a form must be filled out for each category of service for which your company has a CCN; i.e., CLEC, IXC, Reseller, OSP, and PSP – ONE FORM FOR EACH.** Nonprofit water corporations, nonprofit sewer corporations, and cotton gins are not considered public utilities for fee assessment purposes. Public utilities exempt from fee assessment are rural electric cooperatives that have opted out of rate regulation, as a result of election by members of the cooperative pursuant to 17 O.S. §158.27(E).

**B. When and Where to File**

Figure 1 provides the filing schedule and address. See below.

**Figure 1: Filing Schedule and OCC Address**

<b>When to file</b>	<b>What to file</b>	<b>Where to file</b>
No later than <b><u>April 1, 2017</u></b>	Completed Fee Assessment Form	Electronically (preferred): <a href="mailto:PUDSubmissions@occemail.com">PUDSubmissions@occemail.com</a> Postal Service: PUD Assessment Fee Public Utility Division Oklahoma Corporation Commission P.O. Box 52000 Oklahoma City, OK 73152-2000
* A calculated invoice with the amount of the assessment due will be sent to the contact person at the contact address identified in Lines 105 and 109 of the form.		

If you have any questions about the form, the instructions, the assessment amounts, or the billing procedures, you can contact:

Carolyn Weber (405) 521-4114 or [c.weber@occemail.com](mailto:c.weber@occemail.com) or [PUDSubmissions@occemail.com](mailto:PUDSubmissions@occemail.com)

**C. Rounding of Numbers and Negative Numbers**

All information provided in the form should be printed neatly in ink or typed. Please provide an original signature in ink in Line 203, by an Officer of the Company.

1. Dollar Amounts. **All dollar amounts must be rounded to the nearest dollar.** For example, \$2,271,881.53 should be reported as \$2,271,882. Please enter \$0 in Line 201 if your company had no revenues for the year.
2. Negative Numbers. Public utilities are directed to provide regulated Oklahoma jurisdictional annual gross operating revenues **without subtracting any expenses, allowances for uncollectible or settlement payments.** Therefore, do not enter any negative numbers on the form.

**D. Obligation to File Revisions**

Line 207 provides check boxes to show whether the form is the original filing or a revised filing for the year. A public utility must file a revised form if it discovers an error in the data that it reports. If a public utility that filed a form, then no longer exists due to a merger, acquisition, or sales of operating units, the successor company to the public utility's assets or operations is responsible for continuing to make payments, if any, for the funding period.

**E. Compliance**

Public utilities failing to file the Fee Assessment Form or to pay the invoices in a timely fashion may be subject to the enforcement provisions of Article 9, Section 19 of the Oklahoma Constitution and any other applicable laws.

**III. SPECIFIC INSTRUCTIONS**

Line (101) – **Industry Name** – means the name, as listed below, that describes the type of business the company is conducting. **If you have multiple categories of service, you must submit a form for each, i.e., CLEC, IXC and Reseller would require three separate forms.**

**Competitive Local Exchange Company (CLEC)** – means, with respect to an area or exchange(s), a telecommunications service provider that is certified by the Commission to provide local exchange services in the area or exchange(s) within the State of Oklahoma after July 1, 1995.

**Incumbent Local Exchange Company (ILEC)** – means, with respect to an area or exchange(s), a telecommunications service provider furnishing local exchange services in the area or exchange(s) within the State of Oklahoma on July 1, 1995, pursuant to a Certificate of Convenience and Necessity or grandfathered authority.

**Interexchange Telephone Company (IXC)** – means any person, firm, partnership, corporation, or other entity, except ILECs, resellers, OSPs, or PSPs engaged in furnishing regulated interexchange telecommunications services under the jurisdiction of the Commission.

**Operator Service Provider (OSP)** – means any common carrier that initiates any intrastate telecommunication service, which include as a component, any automated or live assistance to an end-user for the purpose of arranging billing or completion, or both, of an intrastate telephone call.

**Payphone Service Provider (PSP)** – means any person, firm, or partnership, corporation, cooperative corporation, or other lawful entity providing telecommunications service through the means of a public or semi-public payphone, which, except for calls to public emergency telephone numbers and other numbers as may be designated by State or federal regulation, utilized by coins or alternative billing mechanisms, and is accessible by members of the general public.

**Reseller (of long distance services)** – means any person, firm, partnership, corporation, or other lawful entity that offers telecommunications services to the public through the use of the transmission facilities of other carriers or a combination of its own facilities and the transmission facilities of other carriers for resale to the public for profit. The term “reseller” as used in this context does not include CLECs, ILECs, or IXC.

**Electric Distribution Company** – means a company engaged in the distribution, delivery or furnishing of electric current for sale to the public for light, heat or power.

**Gas Distribution Company** – means a company engaged in the distribution, delivery or furnishing of natural gas for sale to an end-user.

Line (102) – enter the legal name of the public utility **as it appears on articles of incorporation and other legal documents.**

Line (103) – provide the principal name under which the company conducts business. This would typically be the name that appears on customer bills, or the name used when service representatives answer customer inquiries, if any.

Line (104) – provide the name of the parent company, holding company, controlling entity, or management company, if the utility is managed by an entity other than itself, if any.

Lines (105-108) – provide a billing address for administrators to send fee assessment billing information. The Administrator will send invoices to this address.

Lines (109-113) – enter the billing contact name, contact title, email address, telephone number, and fax number. This should be a person who can provide clarifications, additional information, and, if necessary, who could serve as the first point of contact if the Commission should choose either to verify or audit information provided in the form. **The Administrator will send invoices with this person’s name on them.**

Lines (114-121) – enter the name, email address, phone number, fax number, and the complete mailing address of an officer of the company. An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president of operations, vice president for finance, comptroller, treasurer, or a comparable position. If the company is a sole proprietorship, the owner’s name will go here.

Line (201) – **Regulated Oklahoma Jurisdictional Customers** means any person, member of a cooperative, firm, corporation, municipality or agency, other political subdivision, or the United States or the State of Oklahoma, receiving utility service from a public utility pursuant to rates and charges established by, or filed with the Commission and recipients of Special Universal Services as defined in 17 O.S. § 139.102. **IXCs, OSPs, PSPs, and Resellers are exempt from reporting their monthly average regulated Oklahoma jurisdictional customers.**

Line (202) – **Regulated Oklahoma jurisdictional gross operating revenues** means those revenues which are recorded in the accounts of the public utility, resulting from sales of commodities or services provided to Regulated Oklahoma Jurisdictional Customers. For telecommunications companies this shall include, but should not be limited to, revenues received for intrastate services from all Oklahoma and Federal universal service and low income funds for regulated and non-regulated services, revenues received from the Oklahoma Universal Service Fund for Special Universal Services, revenues received from the Oklahoma Universal Service Fund for Primary Universal Services, and revenues received from the Oklahoma Lifeline Fund and Federal Lifeline support received pursuant to 47 CFR Subpart E. The inclusion of revenues described in the previous sentence as Regulated Oklahoma jurisdictional gross operating revenues shall be for the limited purpose of the calculation of allocations for payment into the Public Utility Assessment Fee according to this Part 3 of Subchapter 3 of OAC 165:5 and shall not be construed as affecting the jurisdictional nature of the funds as determined by the telecommunications companies in accordance with 47 CFR Parts 32 and 36 for separations purposes or other purposes such as determining jurisdictional tax liability.

Line (203-207) – An officer of the reporting utility must examine the data provided in the Fee Assessment Form and certify that the information provided therein is accurate. An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president of operations, vice president for finance, comptroller, treasurer, or a comparable position. If the reporting utility is a sole proprietorship, the owner's name will go here.

The signature on Line 203 must be in ink.

Line (207) – Indicate whether this filing is an original filing or a revised filing.

#### IV. **REMINDERS**

- Each public utility must file separately. Each telecommunications service provider **must** use a separate form for each category of service in which they hold a Certificate of Convenience and Necessity (i.e., CLEC, ILEC, IXC, OSP, PSP, and Reseller).
- Provide data for all lines that apply. Show a zero if the utility had no revenues for the filing period.
- Filing Period is for January 1 through December 31, 2016.
- Wherever possible, the utility should take revenue information from its financial records.
- Must report all dollar amounts in whole dollars.
- Do not enter any negative numbers on the form.
- An officer of the reporting utility must sign the form. An officer is a person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president of operations, comptroller, treasurer, or a comparable position.
- During the year, utilities should refile page 1 of the Fee Assessment Form if there are any changes.

If you have any questions about the form, instructions, or billing procedures, contact:  
Carolyn Weber (405) 521-4114 or at [c.weber@occemail.com](mailto:c.weber@occemail.com) or [PUDSubmissions@occemail.com](mailto:PUDSubmissions@occemail.com)

**OKLAHOMA CORPORATION COMMISSION  
PUBLIC UTILITY DIVISION  
FEE ASSESSMENT DATA REQUEST FORM  
FY 2018 Annual Fee Assessment Filing – due April 1, 2017**

Please read the instructions before completing.

**Company Identification Information**

101	<u>X</u>	_____	<u>X</u>	_____
		<i>Industry Name</i>		<i>Company No.</i>
102	<u>X</u>	_____		
		<i>Legal Name</i>		
103	<u>X</u>	_____		
		<i>Doing Business As</i>		
104	<u>X</u>	_____		
		<i>Parent Company</i>		
105	<u>X</u>	_____		_____
		<i>Street Address</i>		<i>Unit #</i>
106,107,108	<u>X</u>	_____		_____
		<i>City</i>	<i>State</i>	<i>ZIP Code</i>
109	<u>X</u>	_____	110 <u>X</u>	_____
		<i>Contact Name</i>		<i>Contact Title</i>
111	<u>X</u>	_____		
		<i>Email Address</i>		
112	<u>X</u>	_____	113 <u>X</u>	_____
		<i>Phone Number</i>		<i>Fax number</i>
114	<u>X</u>	_____	115 <u>X</u>	_____
		<i>Company President</i>		<i>Email</i>
116	<u>X</u>	_____	117 <u>X</u>	_____
		<i>Phone Number</i>		<i>Fax number</i>
118	<u>X</u>	_____		_____
		<i>Street Address</i>		<i>Unit #</i>
119,120,121	<u>X</u>	_____	<u>X</u>	<u>X</u>
		<i>City</i>	<i>State</i>	<i>ZIP Code</i>

- Report annual gross operating revenue from January 1, 2016 through December 31, 2016.
- Do not report any negative numbers. Use zero (“0”) for negative amounts.
- Report all dollar amounts as whole dollars.

201	# _____	202	\$ _____
<b>Monthly Average Regulated Oklahoma Jurisdictional Customers</b>		<b>Total Regulated Oklahoma Jurisdictional Annual Gross Operating Revenues</b>	

“Regulated Oklahoma Jurisdictional Annual Gross Operating Revenues” means those revenues which are recorded in the accounts of the public utility, resulting from sales of commodities or services provided to regulated Oklahoma jurisdictional customers. For telecommunications companies this shall include, but should not be limited to, support received from all Oklahoma and Federal Universal Service and low income funds.

203	_____	204	_____
	<i>Signature of Officer</i>		<i>Printed Name</i>
205	_____	206	_____
	<i>Title</i>		<i>Date</i>
207	<input type="checkbox"/> Original Filing		<input type="checkbox"/> Revised Filing

Email to: PUDSubmissions@occemail.com  
 or Mail to: PUD Assessment Fee, Public Utility Division, Oklahoma Corporation  
 Commission 2101 N. Lincoln Blvd., Suite 580, Oklahoma City, OK 73105  
 For additional information regarding this form call (405) 521-6881