

To Whom It May Concern:

Section 180.11 of Title 17 of the Oklahoma Statutes authorizes the Oklahoma Corporation Commission (“OCC” or “Commission”) to assess a fee upon each public utility in order to provide adequate funding to the Public Utility Division (“PUD”) of the Commission. PUD is entrusted with the regulation of public utilities in this State, including the timely and expeditious review and completion of various utility-related applications, and to be responsive to the needs of the consumers and the regulated community.

For fee assessment services, “public utility” 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.

The enclosed instructions state the information each public utility must submit, so that each utility's portion of the fee assessment can be calculated. The Word format of the Response Form is included for your information. Please complete the Form found on the OCC website at: <http://www.occeweb.com/pu/pudforms/FY20DataRequestPacket.pdf> and **email it back by Monday, April 1, 2019**. Every public utility is required to return a Fee Assessment Data Request Form even if it did not have any revenues during the year.

In the subject line of the email response, please include: FY 2020 PUD Fee Assessment DR Response for “Company Name”.

Any public utility which fails or refuses to submit this Form on or before April 1, and in the manner prescribed shall be deemed delinquent and may be assessed such fines and penalties as are permitted by Article IX Section 19 of the Oklahoma Constitution.

If you have any questions regarding this email, the Fee Assessment Data Request Form, or the associated instructions, please contact Debbie Prater at (405) 521-4114 or [d.prater@occeemail.com](mailto:d.prater@occeemail.com).

Thank you.

Debbie Prater  
Compliance Manager, Public Utility Division  
Oklahoma Corporation Commission  
(405) 521-4114

[d.prater@occeemail.com](mailto:d.prater@occeemail.com)

P.O. Box 52000, Oklahoma City, OK 73152-2000

*Or for overnight delivery:* 2101 North Lincoln Boulevard, Suite 580, Jim Thorpe Building,  
Oklahoma City, OK 73105

Oklahoma Corporation Commission – Public Utility Division  
**Instructions for Completing the Fee Assessment Data Request Form**  
**FY 2020**

This request for 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 the information requested on the Form is not provided, the OCC may consider you in violation of section 165:5-3-25 of the Oklahoma Administrative Code.

**I. INTRODUCTION**

These instructions clarify the information that a public utility must report, so that the Public Utility Division (“PUD”) may calculate and assess fees. Each company’s fee assessment is calculated based upon the 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. 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), are not considered public utilities for fee assessment purposes. For telecommunications related companies, **a Form must be completed for each CLEC, ILEC, and “Other” certification of your company. “Other” is used to combine IXC, Reseller, OSP, and PSP certifications.**

**B. When and Where to File**

When to file	What to file	Where to file
No later than <b><u>April 1, 2019</u></b>	Completed Fee Assessment Data Request Form printed neatly in ink or typed	Electronically (preferred): d.prater@occcemail.com Postal Service: PUD Fee Assessment, Public Utility Division Oklahoma Corporation Commission P.O. Box 52000 Oklahoma City, OK 73152-2000
<b>* An invoice with the amount of the assessment due will be sent to the contact person at the contact email address identified in Lines 109 and 111 of the Form.</b>		

If you have any questions about the Form, instructions, assessment amounts, or billing procedures, contact: Debbie Prater, Compliance Manager (405) 521-4114 or d.prater@occcemail.com.

**C. Compliance**

Companies failing to file the Fee Assessment Data Request Form or to pay the invoices in a timely manner may be subject to the enforcement provisions of Article IX, Section 19 of the Oklahoma Constitution and any other applicable laws.

### III. SPECIFIC INSTRUCTIONS

Line (101) – **Industry or Certification Type and Company ID** – The type is nature of business the company is conducting. This information is included in the email to which these instructions were attached. **If a telecommunications company has multiple certifications, a separate Form must be submitted for CLEC and ILEC certifications. For all other certifications (IXC, OSP, PSP, and Reseller), please submit only one Form for the combined IXC, OSP, PSP, and Reseller certifications and show the Industry/Certification Type as “Other”.**

Line (102) – enter the legal name of the company **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) – if the utility is managed by an entity other than itself, provide the name of the parent company, holding company, controlling entity, or management company.

Lines (105-108) – provide a billing address for PUD to mail fee assessment invoices, if necessary.

Lines (109-112) – enter the billing contact name, title, email address, and telephone 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. **PUD will email invoices to this person.**

Lines (113-119) – enter the name, email address, phone number, and complete mailing address of an officer of the company.

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 (203-206) – An officer of the reporting company must examine the data provided in the Fee Assessment Data Request Form and certify that the information provided therein is accurate.

**OKLAHOMA CORPORATION COMMISSION  
PUBLIC UTILITY DIVISION  
FEE ASSESSMENT DATA REQUEST FORM  
FY 2020 Annual Fee Assessment Filing – due April 1, 2019**  
Please read the instructions before completing.

**Company Identification Information**

101   X   \_\_\_\_\_   X   \_\_\_\_\_  
*Industry or Certification Type* *Company ID*

102   X   \_\_\_\_\_  
*Legal Name*

103   X   \_\_\_\_\_  
*Doing Business As*

104   X   \_\_\_\_\_  
*Parent Company*

105   X   \_\_\_\_\_  
*Street Address* *Unit #*

106,107,108   X   \_\_\_\_\_  
*City* *State* *ZIP Code*

109   X   \_\_\_\_\_   110 X   \_\_\_\_\_  
*Contact Name* *Contact Title*

111   X   \_\_\_\_\_  
*Email Address*

112   X   \_\_\_\_\_  
*Phone Number*

113   X   \_\_\_\_\_   114 X   \_\_\_\_\_  
*Company Officer* *Email Address*

115   X   \_\_\_\_\_  
*Phone Number*

116   X   \_\_\_\_\_  
*Street Address* *Unit #*

117, 118, 119   X   \_\_\_\_\_  
*City* *State* *ZIP Code*

- Report annual gross operating revenue for the period January 1, 2018 through December 31, 2018.
- For zero customers or revenue, enter "0".

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

By providing this response, the person responding certifies the information provided to PUD is accurate and complete and contains no material misrepresentation or omission to the knowledge of the respondent. Pursuant to Oklahoma Corporation Commission Rule 165:5-11-1(e)(10), the respondent shall immediately supplement this response as required and for any matters discovered that would materially affect the accuracy or completeness of the information.

203   X   \_\_\_\_\_ 204   X   \_\_\_\_\_  
*Signature of Officer* *Printed Name*

205   X   \_\_\_\_\_ 206   X   \_\_\_\_\_  
*Title* *Date*

Email to: [d.prater@occcemail.com](mailto:d.prater@occcemail.com)  
 OR mail to: PUD Fee Assessment, Public Utility Division, Oklahoma Corporation Commission, P.O. Box 52000, Oklahoma City, OK 73152-2000  
 For additional information regarding this Form call (405) 521-4114.