



THE STATE

OF WYOMING

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Public Service Commission

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Christopher Petrie
Secretary and Chief Counsel

Darrell Zlomke
Commission Administrator

February 16, 2010

PSC No. 10-157

To: All Wyoming Public Utilities

Re: Annual Report Filing for Year 2009 Operations

Wyoming Statute § 37-2-203(b) and Sections 226 through 228 of the PSC's Rules require every public utility operating in Wyoming to file an annual report for the preceding year on or before May 1 in the form prescribed by and available from the Commission. The annual report must be filed electronically through the PSC website, and a report must be completed for each type of utility. For example, if the company is registered in Wyoming as a competitive local exchange company (CLEC) and as an inter-exchange carrier (IXC), a separate report must be completed for each. This report is in addition to the assessment reports required by the Wyoming Department of Revenue (DOR). Failure to properly file the correct annual report with the PSC and/or the DOR can result in revocation of the company's authority or certificate to conduct business in Wyoming.

The PSC will be comparing the Wyoming revenues reported in the annual report to the gross retail intrastate revenues reported to the DOR in the assessment report when the PSC receives its copy of the consolidated assessment report from DOR. Utilities will be asked to explain any material differences in revenues reported to the PSC and DOR.

As in past years, when completing the annual report, you must click on the button at the bottom of each page prior to going on to the next page. **If you do not verify the page prior to leaving that screen, your information will not be saved.** An Incomplete Page report is still available to identify which pages have not been verified. To view it, go to the Master page, click on Incomplete Pages, and a report will be displayed showing which pages are not complete or verified.

Use the following procedure to access and complete the electronic forms for filing your annual report:

1. Go to the PSC website at psc.state.wy.us.
2. Select utility type and then choose **Annual Report Filing**. Detailed instructions for filing will be found on this page.
3. Click on the type of utility reporting.

4. Enter the User Name and temporary password provided below. **You must log in and change the temporary password prior to April 1, 2010. After April 1, 2010, the temporary password will expire and you will be unable to access your account and will need to contact the PSC Webmaster in writing to regain access.**

Company Name: «Company_Name»
Company Docket Number/User Name: «Username»
Temporary Password: «Password»

5. Click the appropriate button, and choose the company from the drop-down list by either PSC Docket Number or Company Name.

6. After completion of the electronic forms, print a hard copy of the final page, Oath and Verification, sign this original page, have it notarized and mail it to:

Deborah McFerrin, Executive Assistant
Wyoming Public Service Commission
2515 Warren Avenue, Suite 300
Cheyenne, WY 82002

According to Commission Rule Section 228, the Oath and Verification page must be signed by an authorized officer, manager or agent of the reporting utility under whose direction the report is prepared. If the designated agent is an attorney who is not a full-time employee or corporate officer of the utility, then that agent must comply with Rule 11, *Attorneys' right to practice law, pro hac vice admission*, of the **Rules of the Supreme Court of Wyoming Providing for the Organization and Government of the Bar Association and Attorneys at Law of the State of Wyoming**. Any Oath and Verification page signed by an individual not meeting the above requirements will not be accepted.

7. Verify all pages are complete. On the Master page, click on the Incomplete Pages button to check that all pages have been completed and verified.

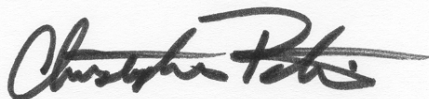
8. Finally, click the "Submit" button on the Master page to send your report to the PSC.

Repeat these steps as necessary for each type of utility business for which a certificate or authority has been issued. **Your report is not complete until it has been submitted electronically and the signed and notarized original of the Oath and Verification page has been received by the PSC.** If you have questions about the process, please contact Deborah McFerrin at (307) 777-7426 or dmcfer@state.wy.us. Problems with the website or with logging in to the e-filing system should be reported to the PSC Webmaster, Donna Crock, at (307) 777-5751 or dcrock@state.wy.us.

Some utilities may wish to provide copies of reports prepared for other agencies, such as the Federal Energy Regulatory Commission (FERC) Form 1 or Form 2, or Rural Utility Service (RUS) Form 7, or CFC Form 7. These reports are useful to Commission staff in evaluating utility performance and should be submitted in addition to, but not in lieu of, the required annual report.

If you need an extension of time beyond May 1, 2010, please make your request in writing to Christopher Petrie, Secretary and Chief Counsel, at the above address. Please explain the reason and amount of time requested.

Sincerely,



Chris Petrie
Secretary and Chief Counsel