



THE STATE OF WYOMING

GOVERNOR
Matthew H. Mead

Public Service Commission

Hansen Building • 2515 Warren Avenue • Suite 300 • Cheyenne, Wyoming 82002
Ph. (307) 777-7427 • Fax (307) 777-5700 • TTY (307) 777-5723 • www.psc.state.wy.us

COMMISSIONERS

William F. Russell, Chairman
Kara Brighton Fornstrom, Deputy Chair
Robin Sessions Cooley, Commissioner

SECRETARY AND CHIEF COUNSEL

Christopher Petrie
COMMISSION ADMINISTRATOR
Marci Norby

February 15, 2018

PSC No. 18-218

To: All Wyoming Public Utilities and Telecommunications Companies

Re: Annual Report Filing for Calendar Year 2017 Operations

Wyoming law¹ requires that every public utility and telecommunications companies operating in Wyoming file, on or before May 1, an Annual Report for the preceding year in the form prescribed by the Wyoming Public Service Commission (PSC) for the preceding year on or before May 1. The Annual Report must be completed and filed electronically. Failure to file the Annual Report properly can result in revocation of authority to provide service. Annual Reports are not complete until submitted electronically along with an electronic notarized Oath and Verification page. (Note that the Annual Report is separate and distinct from the Uniform Utility Assessment reports required by the Wyoming Department of Revenue.)

Companies providing multiple types of utility service must file a separate Annual Report for each certificated or authorized type of service. For example, a company registered as a competitive local exchange carrier (CLEC) and as an inter-exchange carrier (IXC) will be required to file a certificated Annual Report (for the CLEC) and a non-certificated Annual Report. (for the IXC)

Starting with the 2017 Annual Report, the PSC requires ALL telecommunication companies, to complete an Annual Report, including non-regulated telecommunication companies. Non-regulated telecommunications companies should be filing the non-certificated Annual Report for assessment purposes.

The Oath and Verification page must be signed before a Notary Public by an authorized officer, manager or agent of the reporting utility under whose direction the report is prepared.² Attorney signatories who are not full-time employees or corporate officers of the utility must be admitted to practice in Wyoming. **The signed and notarized Oath and Verification page will now be submitted electronically into DMS, rather than by delivery of a paper original to the PSC.**

¹ Wyo. Stat. § 37-2-203(b) and § 37-15-401 (iv) and Commission Rules Chapter 3, Section 32 and Chapter 4, Section 15

² Id.

The Commission's Annual Report filing system is tied to the Docket Management System (DMS). It requires the report to be filed in both Excel and Adobe formats. (*.xls and *.pdf) If you have used the DMS, proceed according to the instructions below. (New users should review the instruction manual <http://psc.state.wy.us/pscdocs/download/AR/DMSInstructionManual.pdf> before creating a user account on Wyoming's e-government site at <https://egov.state.wy.us>)

1. Go to <http://psc.state.wy.us/pscdocs/annualreport.html> to obtain the correct forms.
2. Select and download the Excel (*.xls) form for the type of utility reporting.
3. Complete the Excel form and save it in both *.xls and *.pdf formats.
4. After completing the electronic form, print a copy of the Oath and Verification (the final page) and sign it before a notary public. Scan the completed, signed and notarized page as a PDF.
5. Log in to <https://dms.wyo.gov>. Follow the instructions beginning at page 12 of the instructions at <http://psc.state.wy.us/pscdocs/download/AR/DMSInstructionManual.pdf>.

Company Name: xxxxxxxxxxxx

Company Docket No: #####

Company PIN: #####

(New users will be prompted to input their company PIN (provided above) as referenced on page 7 of the instructions.)

6. Upload three files and any other supporting documents to DMS to complete the annual report filing:
 - Annual Report in Excel format
 - Annual Report in PDF format
 - Signed and Notarized Oath Page in PDF format

The 2017 Annual Report requires a reconciliation of the Wyoming revenues reported to the Wyoming Public Service Commission and gross Wyoming intrastate retail revenues reported to the Wyoming Department of Revenue for purposes of the Uniform Utility Assessment. Telecommunication Companies are also required to provide an additional reconciliation of gross Wyoming intrastate retail revenues reported to the Wyoming Universal Service Fund. A list of possible items that are included in the Gross Wyoming Intrastate Retail Revenue for the Uniform Utility Assessment is attached and available at: <http://psc.state.wy.us/pscdocs/download/AR/GrossWyomingIntrastateRetailRevenueList.pdf>.

If you have questions, please contact our office at (307) 777-7426 or wpsc_annual_report@wyo.gov. If you encounter technical difficulties, please contact the Commission's IT Manager, Donna Crock, at (307) 777-5751 or donna.crock@wyo.gov.

Utilities may provide copies of reports prepared for other agencies, such as the Federal Energy Regulatory Commission (FERC) Forms 1 and 2, Rural Utility Service (RUS) Form 7, or Cooperative Finance Corporation (CFC) Form 7 in support of the Annual Report.

Extensions of the May 1st filing deadline may be granted for good cause. To request an extension, send a written request stating the reason(s) to my attention.

Sincerely,



Chris Petrie
Secretary and Chief Counsel