



THE STATE

OF WYOMING

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## Public Service Commission

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### COMMISSIONERS

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Christopher Petrie  
Secretary and Chief Counsel

Darrell Zlomke  
Commission Administrator

February 8, 2012

PSC No. 12-166

To: All Wyoming Public Utilities

Re: Annual Report Filing for Year 2011 Operations

Wyoming Statute §37-2-203(b) and §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.

The PSC will continue to use the Annual Report filing system this year that ties in with the electronic Docket Management System. The report will need to be submitted in both Excel (\*.xls) and Adobe (\*.pdf) formats.

If you have used the Docket Management System before you can proceed with the following instructions. New users should review the Complete Instruction Manual at: <http://psc.state.wy.us/pscdocs/download/AR/DMSInstructionManual.pdf> before proceeding to create your user account on Wyoming's e-government site: <https://egov.state.wy.us/>

1. Go to the PSC website at <http://psc.state.wy.us/pscdocs/annualreport.html> to obtain the correct forms for your filing.
2. Click on the type of utility reporting to download the Excel form.
3. Complete the Excel form and save it in both \*.xls and \*.pdf formats. Once the forms are complete, log into: <http://dms.wyo.gov/> Follow the instructions beginning on page 12 of the instruction document <http://psc.state.wy.us/pscdocs/download/AR/DMSInstructionManual.pdf> to submit the Excel and Adobe forms.

- a. New Users - On initial login you will be asked for your Company PIN number (provided below) as referenced on page 7 of the Complete Instruction Manual.

Company Name: «CmpnyNm»  
Company Docket Number: «Cmpnyld»  
Company PIN Number: «CmpnyPin»

4. 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:

Judy Mitchell, Executive Assistant  
Wyoming Public Service Commission  
2515 Warren Avenue, Suite 300  
Cheyenne, WY 82002


According to Commission Rule §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.

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 Judy Mitchell at (307) 777-7426 or [judy.mitchell@wyo.gov](mailto:judy.mitchell@wyo.gov). Problems with the website or with document filing should be reported to the PSC Webmaster, Donna Crock, at (307) 777-5751 or [donna.crock@wyo.gov](mailto:donna.crock@wyo.gov).

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, 2012, 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