



THE STATE

OF WYOMING

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GOVERNOR

## *Public Service Commission*

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### COMMISSIONERS

ALAN B. MINIER, Chairman  
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KARA BRIGHTON, Commissioner

Christopher Petrie  
Secretary and Chief Counsel  
Darrell Zlomke  
Commission Administrator

February 18, 2015

PSC No. 15-179

To: All Wyoming Public Utilities

Re: Annual Report Filing for Year 2014 Operations

Wyoming law<sup>1</sup> requires that every public utility operating in Wyoming file an Annual Report in the form prescribed by the Wyoming Public Service Commission for the preceding year on or before May 1. The Annual Report must be completed and filed electronically, together with a paper original of the Oath and Verification form. Failure to file the Annual Report properly can result in revocation of authority to provide service. Annual Reports are not complete until submitted electronically and a properly executed original (paper) Oath and Verification is received by the Commission. (Please 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 service must file a separate Annual Report for each separately 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) is required to file a report for each type of authority.

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. (See Section 228 of the Commission's Rules.) If the signer is an attorney who is not a full-time employee or corporate officer of the utility, that attorney must be admitted to practice in Wyoming.

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> )

<sup>1</sup> Wyo. Stat. § 37-2-203(b) and §§ 226-228 of the Commission's Procedural Rules and Special Regulations

1. Go to <http://psc.state.wy.us/pscdocs/annualreport.html> to obtain the correct forms.
2. Select and download the appropriate Excel (\*.xls) form for the type of utility reporting.
3. Complete the Excel form and save it in both \*.xls and \*.pdf formats.
4. Log in to <http://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:                    «CmpnyNm»  
Company Docket No:            «CmpnyId»  
Company PIN:                    «CmpnyPin»

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

5. After completing the electronic forms, print a copy of the Oath and Verification (the final page) and sign it before a notary public.
6. Mail the signed Oath and Verification to:

Barbara Tomlinson, Executive Assistant  
Wyoming Public Service Commission  
2515 Warren Avenue, Suite 300  
Cheyenne, WY 82002

If you have questions about this process, please contact our office at (307) 777-7426 or [wpsc\\_annual\\_report@wyo.gov](mailto: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](mailto:donna.crock@wyo.gov).

Utilities may wish to 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. These reports are useful to the Commission but should be submitted in addition to, not in lieu of, the required Annual Report.

Extensions of the May 1<sup>st</sup> Annual Report filing deadline may be granted for good cause. To request an extension, send a written request stating the reason(s) an extension is needed to my attention.

Sincerely,



Chris Petrie  
Secretary and Chief Counsel