

QUARTERLY UTILITY COLLECTION REPORT

INSTRUCTIONS

(Electric)

Authority and References:

Authority to collect this Universal Energy Charge (UEC) is granted by State of Nevada Revised Statutes 702.010 through 702.170 and Nevada Administrative Code 702.010 through 702.270.

Who should file this form:

Any public or municipal utility providing distribution services to retail customers shall collect the Universal Energy Charge from each retail customer and not later than 30 days after the end of each calendar quarter remit to the commission the total amount of money collected during the immediate preceding calendar quarter, per NRS 702.160(3)(c).

1. Enter the **Utility Company Information**
2. Enter the **Preparer Information**
3. Enter the **DATE** the form is being prepared
4. Enter or select the **UTILITY** type ("**Public**" or "**Municipal**")
5. Enter information for the following lines in these columns:
YEAR-TO DATE; 1st Month; 2nd Month; 3rd Month; Quarter Total (1st Month + 2nd Month + 3rd Month)
6. Enter the **RETAIL SALES** (Defined as total kilowatt-hours billed to RETAIL customers during the calendar month.)
7. Enter the **ADD: DELIVERIES TO RETAIL CUSTOMERS** (Defined as the **delivery** of kilowatt-hours to Retail Non-Exempt Customers using the utility's local distribution system, during the calendar month. It is understood the retail customer is buying the electrical power from an outside supplier, but since the customer is using the Local Distribution Company (LDC) to deliver the electrical power, the LDC will bill the UEC. (Self-Reporters are not connected to LDC.)
8. Enter the **ADD: COMPANY USE** (Defined as kilowatt-hours used by the company in their facilities, excluding Station Use.)
9. The **SUBTOTAL** is the sum of TOTAL RETAIL SALES +DELIVERIES TO RETAIL CUSTOMERS + COMPANY USE. (If using Microsoft EXCEL, this total will calculate automatically.)
10. Enter the **LESS: EXEMPT KWH** (Defined as any kilowatt-hour sold per NRS 702.160(2)(b))
11. Enter the **NET KWH** by subtracting EXEMPT KWH from SUBTOTAL. (If using Microsoft EXCEL, this total will calculate automatically.)
12. The **NET ASSESSMENT** is calculated by multiplying the NET KWH by the assessment rate of 0.39 mills or \$0.00039 per kwh and then rounded to the nearest cent). (If using Microsoft EXCEL, this total will calculate automatically.)
13. Enter the **ADJUSTMENTS** (This may consist of any adjustments necessary due to prior quarter reporting revisions or other reasons.) **THERE MUST BE ADEQUATE DETAILED BACKUP INCLUDED FOR EACH ADJUSTMENT AND THE COMMISSION STAFF MUST APPROVE ALL ADJUSTMENTS.**
14. The **TOTAL AMOUNT DUE** is calculated by adding or subtracting (as necessary), the ADJUSTMENTS from the NET ASSESSMENT. (If using Microsoft EXCEL, this total will calculate automatically.)
15. Obtain signature of company official responsible for preparation of the report
16. Remit the original, signed copy of this form, all backup documentation, and payment for the **Total Amount Due** to:
Public Utilities Commission of Nevada
Attention: Universal Energy Charge
1150 East William Street
Carson City, Nevada 89701-3109
17. Remit form and payment no later than the **Due Date** indicated on the form. The US Post Office postmark determines the remittance date. If it is postmarked after the **Due Date**, penalties may be charged.

Note: Please have backup documentation for all of the above figures available upon request.

**If you have any questions, please call the Public Utilities Commission:
UEC Administrator - (775) 684-6155**