

Public Utilities Commission of Nevada
Universal Energy Charge

QUARTERLY REQUEST FOR PREPAYMENT

INSTRUCTIONS

Authority and References:

Authority to collect this Universal Energy Charge (UEC) is granted by State of Nevada Assembly Bill 661 (2001), Section 26, et al, effective 07/17/01 (NRS 702) and regulations adopted by the Public Utilities Commission of Nevada (PUCN) (NAC 702 - currently not codified in NAC, estimated first quarter of 2002, but written regulations do exist and are available from PUCN on a requested basis).

Purpose of this form:

To provide a method for any person or persons (common ownership and control) with one or more Natural Gas and/or Electric accounts who, when all accounts are combined, will possibly pay more than the UEC \$25,000 cap amount, as defined in NRS 702.160 (5), for PREPAYMENT of the cap amount. The UEC cap amount of \$25,000 applies to any one calendar quarter and once prepayment is received and accepted by the PUCN, prior to the beginning of any calendar quarter, no portion of this prepayment is refundable even though the actual usage (and thus the amount of UEC that would have been charged) is less than the anticipated usage that caused the person to elect to prepay.

Who should file this form:

Any person, who as a retail customer, feels that it would be beneficial to prepay the \$25,000 UEC cap amount rather than have to pay a UEC amount on each monthly bill whose combined total for the quarter would exceed the \$25,000 UEC cap amount, may select this option. This prepayment OPTION is available to any person, who purchases utility service from one of the following Public or Municipal Utilities:

- | | |
|-----------------------------|--------------------------------|
| 1. SIERRA PACIFIC POWER CO. | Electricity and/or Natural Gas |
| 2. NEVADA POWER CO. | Electricity |
| 3. SOUTHWEST GAS CORP. | Natural Gas |
| 4. BOULDER CITY UTILITIES | Electricity |
| 5. CITY OF FALLON UTILITIES | Electricity |
| 6. CALIENTE UTILITIES | Electricity |
| 7. PIOCHE UTILITIES | Electricity |

Deadline for Receipt by the Commission

This form, with the accompanying prepayment amount of \$25,000, MUST be received (USPS postmark) by the PUCN at least fifteen (15) days prior to the beginning of the next calendar quarter for which the prepayment is being tendered. Any request received (USPS postmark) after that date will be returned to the requestor and no exemption will be authorized by the PUCN for that subsequent calendar quarter.

Form Instructions:

1. **COMPANY INFORMATION** – The name, address and main phone number of the company.
2. **PREPARER INFORMATION** – The name, address, telephone number and Internet E-Mail address of the responsible person providing the requested information.
3. **DATE PREPARED** (is automatically inserted when the file is opened – can not be changed).
4. **CALENDAR QUARTER** – Using the *DROP-DOWN* boxes, please select the QUARTER PERIOD from the four available selections and then select the YEAR from the available selection for which the Prepayment and the Exemption from payment of the UEC to any of the above listed Public or Municipal Utilities is being requested.
5. **OPTIONS:**
 - a. **Initial Request** – Select this option if the company did not prepay for the current calendar quarter. ALL information is required; failure to do so will cause the rejection of this Prepayment Request. This information will be verified with the respective Utility Company(s) and the information MUST agree in order for the Commission to grant the prepayment/exemption request. Go to the Worksheet Tabs at the bottom the page and select the **"INITIAL-company initials"** tab. This will open up another worksheet in which all of the necessary information should be entered. The utility company name is preprinted at the top of each sheet. In the **light green shaded area** please type the Name of the "Parent Company" that is requesting the prepayment exemption (it will automatically be added to the rest of the pages in that tab). In the **light yellow shaded area** please input the requested information. There is a separate sheet for each utility.
 - b. **Subsequent Request with NO account Additions or Deletions** – Select this option if the company was allowed to prepay during the current calendar quarter and does **not** have any utility accounts to add or

QUARTERLY REQUEST FOR PREPAYMENT - Instructions - continued

delete from those previously exempted in the current calendar quarter. All of the accounts on the **Initial Request** and any **Subsequent Requests** with additions or deletions will be honored and exempted.

- c. **Subsequent Request with account Additions or Deletions** – Select this option if the company was allowed to prepay during the current calendar quarter and does have some utility accounts to add or delete from those exempted in the current calendar quarter. Go to the Worksheet Tabs at the bottom the page and select the “**SUBSEQUENT-company initials**” tab. This will open up another worksheet in which all of the necessary information should be entered. The utility company name is preprinted at the top of each sheet. In the **light green shaded area** please type the Name of the “Parent Company” that is requesting the prepayment exemption (it will automatically be added to the rest of the pages in that tab). In the **light yellow shaded area** please input the requested information. There is a separate sheet for each utility. All of the accounts on the Initial Request and any Subsequent Requests with additions or deletions will be honored and exempted subject to these additions and deletions. ALL information is required; failure to do so will cause the rejection of this Prepayment Request. This information will be verified with the respective Utility Company(s) and the information must agree.
6. Read page 2 and obtain signature of company official responsible for preparation of the report.
7. Print out the report and all worksheets and send them to the address shown with a check for \$25,000 by not later than the date shown on the form.
8. **ALSO please send via Internet E-Mail a copy of the file to jyaple@puc.state.nv.us ; the worksheets from this file will be reviewed and then sent to the appropriate utilities as their source document to be used to EXEMPT the listed account from receiving the Universal Energy Charge (“UEC”) for the ensuing calendar quarter. Failure to send this file may result in UEC charges to your accounts in the first month of the quarter!**
9. **ADDITIONAL REQUIREMENT**

IF all of the accounts are NOT in the customer's name (requesting the Prepayment) then the following is REQUIRED before the Commission will consider this REQUEST FOR PREPAYMENT:

1. **OWNERSHIP** – A copy of the most recent 10-K annual report to the Securities and Exchange Commission or some other comparable third-party document showing the ownership relationship that the requesting company has to each company whose utility bills are being aggregated for the purpose of prepayment of the Universal Energy Charge \$25,000 cap.
2. **CONTROL** – A signed statement, from a Vice President of the requesting company, that the company does have control over each of these companies as defined in NAC 702.____ (currently not codified in NAC, estimated first quarter of 2002, but written regulations do exist and are available from PUCN on a requested basis).

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