

**Public Utilities Commission of Nevada**  
**Universal Energy Charge**

**QUARTERLY REQUEST FOR REFUND REPORT**  
**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 and regulations adopted by the Public Utilities Commission of Nevada. All section references below are to this bill and the regulations.

**Who should file this form:**

1. A retail customer, for a refund of the UEC billed and paid on that portion of their total natural gas consumption to generate electricity, or that portion of their total electricity consumption in an electrolytic-manufacturing process. The natural gas or electricity must have been purchased for consumption in this state from a qualified public or municipal utility via their distribution services or from a transporter or transmission service provider. (Section 26.7 (2))
2. A Federal, State or Local Government Agency, for a refund of the UEC previously billed by the qualified public or municipal utility on an account that was erroneously coded as NON-exempt and paid by the agency.
3. A single retail customer or multiple retail customers under common ownership and control, who have been billed and have paid, in the aggregate, a UEC of more than \$25,000 for **all** consumption of natural gas and electricity during the calendar quarter purchased from a qualified public or municipal utility via their distribution services or from a transporter or transmission service provider. Such retail customers are entitled to a refund for that calendar quarter, of the amount of the UEC that exceeds the \$25,000 cap. (Section 26.7(5))

**Form Instructions:**

1. This form may be prepared manually (paper) or the form may be completed in Microsoft EXCEL from the "blank " Master file received from the Public Utilities Commission, printed off and sent in.
2. This form consists of three pages: **SUMMARY Worksheet**, **NATURAL GAS Worksheet**, and **ELECTRIC Worksheet**. Fill in the required information on the Natural Gas Worksheet and / or the Electric Worksheet of the form **FIRST**.
3. On the NATURAL GAS and ELECTRIC Worksheets:
  - a. List each utility, account number, meter read date and date the bill was paid along with the units billed by the utility and the units that are being claimed as exempt (if applicable). **At no time can the "Exempt Usage" EXCEED the "Billed Usage"**. Total the "Billed Usage" and "Exempt Usage" columns on the "TOTAL USAGE" line. Multiply each of the totals by the appropriate UEC Rate (\$0.0033 for Natural Gas and \$0.00039 for Electricity) and show the resulting amount in the "UEC Charges" line. This information will be needed to complete the appropriate section on the Summary Worksheet of this Request for Refund form.
  - b. **Provide a detailed explanation, including any calculations to support the claim, as to how these EXEMPT usage amounts were determined.**
  - c. If there are more than ten (90) accounts, please attach additional sheets.

The balance of these instructions apply to the **WORKSHEET Summary** of this form:

4. Enter the **Company Information**
5. Enter the **Preparer Information**.
6. Enter the **Federal Tax ID #**. This is needed to issue the refund check.
7. Enter the **Date** the form is being prepared.
8. If using a paper form, enter the requested information in all of the shaded areas. If using this form in Microsoft EXCEL, enter the requested information in all of the shaded areas. The program has built in links and formulas that will do the calculations automatically.
9. **NATURAL GAS Section**
  - a. **Row "A"** – Insert the total from all boxes marked '1A', '1C' and '1E' on NATURAL GAS Worksheets, into the corresponding boxes '1A', '1C' and '1E' on SUMMARY Worksheet, respectively. The figure in Box "3A"

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should represent the TOTAL amount of UEC billed to you and paid for THERMS of Natural Gas consumed during the last calendar quarter.

- b. **Row "B"** - If claiming a REFUND of UEC billed *and paid* on terms of Natural Gas consumed for Generation of Electricity (exempt activity) during the last calendar quarter, insert the total from all boxes marked '1B', '1D' and '1F' on the NATURAL GAS Worksheets, into the corresponding boxes '1B', '1D' and '1F' on the SUMMARY Worksheet, respectively. The figure in Box "3B" should represent the TOTAL amount of UEC for which an exemption is being claimed for THERMS of Natural Gas consumed during the last calendar quarter.

**OR**

- c. **Row "B"** - If claiming a REFUND of UEC billed *and paid* on terms of Natural Gas consumed by a Federal, State or Local Governmental Agency (because the utility account was not coded as "exempt") during the last calendar quarter, insert the total from all boxes marked '1B', '1D' and '1F' on the NATURAL GAS Worksheets, into the corresponding boxes '1B', '1D' and '1F' on the SUMMARY Worksheet, respectively. The figure in Box "3B" should represent the TOTAL amount of UEC for which an exemption is being claimed for THERMS of Natural Gas consumed during the last calendar quarter and should be the same amount as shown in Box "3A".

### 10. ELECTRICITY Section

- a. **Row "C"** - Insert the total from all boxes marked '2A', '2C' and '2E' on the ELECTRIC Worksheets, into the corresponding boxes '2A', '2C' and '2E' on the SUMMARY Worksheet, respectively. The figure in Box "3C" should represent the TOTAL amount of UEC billed to you and paid for KILOWATT-HOURS of Electricity consumed during the most recent calendar quarter.
- b. **Row "D"** - If claiming a REFUND of UEC billed *and paid* on kilowatt-hours of Electricity consumed by a qualified Electrolytic-Manufacturing Process (exempt activity) during the last calendar quarter, insert the total from all boxes marked '2B', '2D' and '2F' on ELECTRIC Worksheets, into the corresponding boxes '2B', '2D' and '2F' on SUMMARY Worksheet, respectively. The figure in Box "3D" should represent the TOTAL amount of UEC for which an exemption is being claimed for KILOWATT-HOURS of Electricity consumed during the last calendar quarter.

**OR**

- c. **Row "D"** - If claiming a REFUND of UEC billed *and paid* on kilowatt-hours of Electricity consumed by a Federal, State or Local Governmental Agency (because the utility account was not coded as "exempt") during the last calendar quarter, insert the total from all boxes marked '2B', '2D' and '2F' on the ELECTRIC Worksheets, into the corresponding boxes '2B', '2D' and '2F' on SUMMARY Worksheet, respectively. The figure in Box "3D" should represent the TOTAL amount of UEC for which an exemption is being claimed for KILOWATT-HOURS of Electricity consumed during the last calendar quarter and should be the same amount as shown in Box "3C".

### 11. SUMMARY Section

- a. **Row "E"** - Is the sum of the figures from Boxes "3A" and "3C", representing the TOTAL amount of UEC paid for Natural Gas and Electricity billed during the last calendar quarter.
- b. **Row "F"** - Is the sum of the figures from Boxes "3B" and "3D", representing the TOTAL amount of the REFUND of UEC being requested, as a result of an exempt activity or a governmental agency billed in error.
- c. **Row "G"** - Is the result of the subtraction of the figure in Box "3F" from the figure in Box "3E". This calculation determines the NET amount of UEC that should have been paid after deductions for exempt activities and before the application of the \$25,000 cap.
- d. **Row "H"** - If the Net Amount in Box "3G" is greater than \$25,000 (maximum amount = cap) allowed any retail customer for a given calendar quarter, enter \$25,000 in this box. If not, then enter "\$0.00" in Box "3H" and in Box "3I" as the payment cap has not been exceeded.
- e. **Row "I"** - If the figure in Box "3G" is greater than \$25,000, then the figure in Box "3I" is the result of the subtraction of the figure in Box "3H" from the figure in Box "3G". This calculation determines the REFUND of UEC being requested as a result of UEC paid in excess of the \$25,000 cap amount, after the deductions for exempt activities. If the figure in Box "3G" is less than \$25,000, then enter \$0.00 in this box.
- f. **Row "J"** - The resulting "TOTAL REFUND REQUESTED" is the sum of the figures in Box "3F" and Box "3I". This determines the Total Amount of the Refund of UEC that is being requested by the customer.

12. Read page 2 and obtain signature of company official responsible for preparation of the report.

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13. Remit the original, signed copy of this form, all backup documentation, calculations and justification for the exemption claimed, if any to:

**Public Utilities Commission of Nevada  
Attention: Universal Energy Charge  
1150 East William Street  
Carson City, Nevada 89701-3109**

14. Send form 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**, this Request for Refund will be deemed as having not been received in a timely manner and will be rejected and returned to the sender.

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

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