

Public Utilities Commission of Nevada
Universal Energy Charge

QUARTERLY RETAIL CUSTOMER 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 as codified in the Nevada Revised Statutes Chapter 702 and the Public Utilities Commission of Nevada's Regulations as codified in the Nevada Administrative Code (NAC) Chapter 702.

Who should file this form:

A Co-Generation Retail Customer or any Retail Customer NOT using the distribution services of a public or municipal to acquire Natural Gas or Electricity that is subject to the Universal Energy Charge.

When to file this form:

The retail customer shall remit to the Commission the total amount of money owed by the retail customer for the UEC, not later than 30 days after the end of each calendar quarter, for the immediately preceding calendar quarter.

Form Instructions:

(NOTE: If using this form in Microsoft EXCEL on a computer, the calculations will be made for you automatically, all you need to do is enter the information in the yellow highlighted areas.)

1. Enter the **Retail Customer Company Information**.
2. Enter the **Preparer Information**.
3. Enter the **Supplier Information**.
4. Enter the **Date** the form is being prepared.
5. **NATURAL GAS CALCULATION:**
 - a. Enter the **THERMS Used/Billed***: **YEAR-TO-DATE; 1st Month; 2nd Month; 3rd Month; Quarter Total** (1st Month + 2nd Month + 3rd Month)
***Include copies of all bills or meter readings from supplier or transporter during the current calendar quarter.**
 - b. **LESS: THERMS used for ELECTRICITY GENERATION** – Enter any therm of natural gas used as a source of energy to generate electricity as defined in NAC 702.250. Please attach work papers showing the calculations used to determine these figures.
 - c. **THERM ADJUSTMENTS** – Enter any therm adjustments resulting from a correction of a prior quarter's figures, due to adjustments received from supplier or erroneous prior reporting. Please attach an EXPLANATION.
 - d. **THERM SUBTOTAL** – Total of the above two (2) figures in each column. The UEC is calculated on this.
6. **ELECTRICITY CALCULATION:**
 - a. Enter the **KILOWATT-HOURS Used/Billed***: **YEAR-TO-DATE; 1st Month; 2nd Month; 3rd Month; Quarter Total** (1st Month + 2nd Month + 3rd Month)
***Include copies of all bills or meter readings from supplier or transporter during the current calendar quarter.**
 - b. **LESS: KWH used for ELECTROLYTIC** – Enter any kilowatt-hours used directly in the process of electrolytic manufacturing as defined in NAC 702.260. Please attach work papers showing the calculations used to determine these figures.
 - c. **KILOWATT-HOUR ADJUSTMENTS** – Enter any kilowatt-hour adjustments resulting from a correction of a prior quarter's figures, due to adjustments received from supplier or erroneous prior reporting. Please attach an EXPLANATION.
 - d. **KILOWATT-HOUR SUBTOTAL** – Total of the above three (3) figures in each column (make sure that the electrolytic usage is deducted). The UEC is calculated on this NET amount of kilowatt-hours used.
7. Multiply the Quarter **THERM Total** by \$0.00330 and enter in **Universal Energy Charge Amount** column.
8. Multiply the Quarter **KILOWATT-HOUR Total** by \$0.00039 and enter in **Universal Energy Charge Amount** column.
9. Add the **Universal Energy Charge Amount** for **THERMS** and **KILOWATT-HOURS** and enter in **Total Used/Billed**.

QUARTERLY REQUEST FOR PREPAYMENT - Instructions - continued

Please note that there is a CAP of \$25,000 on the amount of UEC that can be paid by any one Retail Customer for any calendar quarter:

Pursuant to NRS 702.160(5), a retail customer, or multiple retail customers under common ownership and control, will not pay a universal energy charge of more than \$25,000.00 for all consumption of natural gas and electricity during a calendar quarter:

- a. If **Total Used/Billed** is less than \$25,000.00, enter the same amount in **Total Amount Due**.
- b. If **Total Used/Billed** is greater than \$25,000.00, enter **\$25,000.00** in **Total Amount Due**.

10. Obtain signature of company official responsible for preparation of the report.
11. 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**

12. 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.

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