

INSTRUCTIONS FOR PREPARING ASSESSMENT REPORT - FORM GAO-18  
FOR GENERAL REGULATORY ASSESSMENT PURPOSES

**TO ALL ELECTRIC, GAS, TELEPHONE, STEAM HEAT AND WATER/WASTEWATER UTILITIES**

The Assessment Report, **Form GAO-18** is enclosed for your convenience to be used to submit your **gross intrastate (jurisdictional) operating revenues** for calendar year 2018.

**Section 1:** Please verify that all the preprinted address information on the enclosed form is correct. If the address is not correct, cross out and print the correct information. If the preprinted name or utility code is incorrect, please contact the assessment section prior to completion at (717) 265-7548.

**Section 2:** Please enter intrastate (jurisdictional) operating revenues. **For all utilities other than Steam Heat, the Assessment Report (Form GAO-18) is tied to the Annual Report to be filed with the Commission. This will help to specifically identify assessable revenue and create a high level of filing consistency among the companies within each utility type. The following is a listing, per utility type, of amounts that must be transferred to the Assessment Report, Section 2 from the Annual Reports:**

1. Electric Utilities — Schedule 400, Column C, Line 8
2. Gas Utilities — Schedule 400, Column C, Line 15
3. Telephone —
  - a. CLECs and ILECs — Income Statement, Column B, Line 7
  - b. Interexchange Toll Resellers (IXC), Competitive Access Providers (CAP), Interexchange Toll Facilities-Based Carriers (Toll) — Total Intrastate Gross Revenue from Annual Report Letter
  - c. Your utility's gross intrastate operating revenue that is listed on the Annual Assessment Report and on line 7 of the Annual Report that is filed with the Pennsylvania Public Utility Commission must be equal to the amount of gross Intrastate operating revenue listed on line (a) of the PA USF Development of Assessment Data Request Form.
4. Water Utilities — Schedule 401, Column C, Line 26
5. Wastewater Utilities — Schedule 401, Column C, Line 35
6. Steam Heat — Total Gross Intrastate Revenue

**Gross intrastate (jurisdictional) operating revenues** are generated from your public utility operations only within Pennsylvania and **without** deductions for expenses of any kind.

**Section 3:** Assessment Report (Form GAO-18) must be completed in its entirety in order to be accepted as final.

**Section 4:** The Authorization of Release for Tax Records should be completed in its entirety.

**This report form may not be modified.** Please be sure to include a valid telephone number for the person preparing this report to answer question, if necessary. The following are addresses for the Assessment Section of the PUC:

**FIRST CLASS MAIL:**  
Pennsylvania Public Utility Commission  
Bureau of Administrative Services  
Assessment Section  
P.O. Box 3265  
Harrisburg, PA 17105-3265

**CERTIFIED OR EXPRESS MAIL:**  
Pennsylvania Public Utility Commission  
Assessment Section Room N-303  
400 North Street  
Harrisburg, PA 17120

**Contact:** Assessment Section

Ph: (717) 265-7548

Fax: (717) 783-8052

COMMONWEALTH OF PENNSYLVANIA  
**PENNSYLVANIA PUBLIC UTILITY COMMISSION**  
P.O. BOX 3265  
HARRISBURG, PA 17105-3265  
**2018 ASSESSMENT REPORT**

This Report **MUST BE FILED** not later than **April 1, 2019**. Failure to file by this deadline may result in fines up to \$1,000 for each day a violation continues (66 Pa. C.S. § 3301).

**SECTION 1**

TRADE OR CORPORATE NAME OF UTILITY:	UTILITY CODE:
CONTACT NAME:	EMAIL:
ADDRESS 1:	ADDRESS 2 (Floor, Suite, etc.):
CITY, STATE, ZIP:	PHONE NO.:

**SECTION 2**

**OPERATING REVENUES FOR CALENDAR YEAR 2018**

(January 1, 2018-December 31, 2018)

(Whole Numbers Only.)  
**DO NOT USE \$ SYMBOL**

**2018 INTRASTATE (JURISDICTIONAL) OPERATING REVENUES:** (Please see instructions for details.)

**SECTION 3**

<p style="text-align: center;"><b>AFFIDAVIT</b></p> <p>I affirm that the information reported herein is complete, true and correct.</p> <p>_____</p> <p style="text-align: center;">(Signature of Individual or Officer)</p> <p>_____</p> <p style="text-align: center;">(Date)</p>	<p style="text-align: center;"><b>NOTARIZATION</b></p> <p style="text-align: center;">(Required)</p> <p>Subscribed and sworn to before me this</p> <p>_____ day of _____ 2019</p> <p>_____  NOTARY SIGNATURE</p> <p>_____  OFFICIAL TITLE</p> <p>_____  (Date My Commission Expires)</p>
<p>READABLE (PRINT OR TYPE) NAME OF INDIVIDUAL or OFFICER ABOVE:</p> <p>_____</p>	
<p>TELEPHONE NO.:</p> <p>Office (___)</p> <p>Other (___)</p> <p>Other (___)</p>	

OFFICIAL SEAL

**SECTION 4**

**AUTHORIZATION FOR RELEASE OF STATE TAX RECORDS**

In accordance with Sections 505 and 506 of the Public Utility Code, as a means to verify the accuracy of financial information supplied to the Public Utility Commission, I hereby authorize the Pennsylvania Department of Revenue to release to the Public Utility Commission, any tax records filed or compiled with regard to the listed utility and/or individual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

**Internal Use Only**

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