

# PENNSYLVANIA PUBLIC UTILITY COMMISSION

## INSTRUCTIONS FOR PREPARING 2013 ASSESSMENT REPORT FOR MOTOR CARRIERS

You must report your gross **intrastate** operating revenue for calendar year 2013 on the 2013 Assessment Report, which is enclosed. You are required to sign, notarize, and file the 2013 Assessment Report with the Commission on or before March 31, 2014. Please use the self-addressed return envelope enclosed. **THE PUC WILL NOT GRANT AN EXTENSION OF TIME TO FILE THIS REPORT.**

**WHO MUST FILE:** All common carriers certificated by the Commission. Common Carriers include property carriers, passenger carriers, and household goods carriers. Carriers subject to the UCR Act must file this Report, even though qualified UCR operations of carriers registered under the UCR Act will not be assessed. Qualified UCR operations are limited to: (1) group and party service in vehicles seating 16 passengers or more; and (2) property (not household goods) service.

**WHAT YOU MUST FILE: Assessment Report (Form AR-13-MC) must be completed in its entirety in order to be accepted as final. This includes signatures and notarization along with receipt in the Commission's Assessment Section on or before March 31, 2014. This report form may not be modified.** Please be sure to include a valid telephone number for the person preparing this report to answer questions, if necessary. The following are addresses for the Assessment Section of the PUC. The form and instructions can be found at [www.puc.pa.gov](http://www.puc.pa.gov).

**WHERE YOU MUST FILE:** You must file the 2013 Assessment report with the Pa. Public Utility Commission, P.O. Box 3265, Harrisburg, PA, 17105-3265. The address for *express* delivery service is 400 North St., Harrisburg, PA, 17120.

**NAME AND ADDRESS:** Verify that the preprinted name and address are correct. **If** this is not correct, cross out and print the correct information.

### LINE-BY-LINE INSTRUCTIONS

**Line 1.** *Pennsylvania Intrastate Operating Revenue.*

Report Pennsylvania intrastate operating revenue here. Pennsylvania intrastate operating revenue is revenue earned from your public utility operations only within the boundaries of the Commonwealth of Pennsylvania, without deduction of expenses of any kind. Fuel surcharges must be included as revenue. Revenue must be reported in the appropriate column. For example, if all of your revenue was from the transportation of property, you must report all revenue in the 'property' column. If your revenue was from 2 or more types of common carriage, you must report the amount of revenue received from each type, in the appropriate column. Passenger carrier revenue must be separated into (1) revenue received from group and party service in vehicles seating 16 passengers or more, including the driver, and (2) revenue received from passenger service 15 and under.

Revenue earned from service under the jurisdiction of the Philadelphia Parking Authority or the Port Authority of Allegheny County should not be reported.

**Line 2.** *Pennsylvania Exempt Intrastate Revenue.*

Report Exempt Intrastate Revenue here. You may deduct non-regulated 'exempt' revenue. **You must itemize any exemptions in the "Exempt Intrastate Revenue" box on the Report.** Attach additional sheets of paper as needed for explanation of exemptions. The PUC may disallow your exemptions if you fail to itemize. Exempt revenue must be broken down as in Line 1. Please refer to the attached list for a description of Exempt Intrastate Revenue.

**Line 3.** *Pennsylvania Net Intrastate Operating Revenue.*

Subtract Line 2 from Line 1.

### UCR REGISTRATION INFORMATION

**You** must check the appropriate box. If you are an interstate carrier **and** required to register under the UCR Program, you must check 'yes' **and** provide your U.S. DOT and MC numbers. Additionally, report all revenue earned from interstate operations on the appropriate line. For the purposes of this report, **INTERSTATE** operating revenue refers to revenue earned from the transportation of property or persons or for other services between points of origin and destination, either or both of which are outside Pennsylvania.

Further information on the UCR Program may be found at [www.ucr.in.gov](http://www.ucr.in.gov)

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**ASSESSMENT INQUIRIES:** Assessment Section-(717) 265-7548  
**UCR INQUIRIES:** B. I. E.-(717) 783-3846

## EXEMPT REVENUE

The following is a description of Exempt Revenue you may deduct on Line 2, as provided by 66 Pa.C.S. §102:

1. **LEASE REVENUE** – You may deduct lease revenue. Lease revenue is revenue a certificated carrier (lessor) receives when it leases its equipment to another certificated carrier (lessee). The lessor carrier cannot retain any responsibility for the maintenance, supervision or control of the vehicle. The leasing arrangement must be in compliance with the Commission’s leasing regulations, which are found at 52 Pa. Code sections 29.101 (passenger carrier leasing) and 31.32 (property and household carrier leasing). The lessor must include in its assessment report the name(s) of the carrier(s) and the certificate of public convenience number to which it leases its equipment and the amount of revenue received from the carrier. Lessees cannot use rental/lease fees paid to the lessor to offset operating revenue and must report, for assessment purposes, all revenues earned under their certificate of public convenience.
2. **TRANSPORTATION OF K-12 SCHOOL CHILDREN** – You may deduct revenue you received from a kindergarten through 12<sup>th</sup> grade public, private or parochial school for the transportation of schoolchildren for school purposes or school sponsored extra-curricular activities, under a bona fide transportation contract with a public, private or parochial school.
3. **TRANSPORTATION OF AGRICULTURE PRODUCTS** – Farm owners and operators may deduct revenue from transporting their own agricultural products from, or farm supplies to, their farm. In addition, independent contractors or cooperative agricultural associations, transporting agricultural products or farm supplies exclusively for one or more farm owner(s) or operator(s), may deduct that revenue.
4. **WASTE, EXCAVATED AND ROAD CONSTRUCTION MATERIALS** – You may deduct revenue you received from transporting ashes (including anti-skid, flue dust and fly ash), rubbish and waste for disposal. The PUC also allows the exemption/deduction of any revenue you received for transporting excavated materials in dump trucks. The purpose of the excavation is to create a hole or cavity. Removing material of value for use elsewhere is NOT exempt. The PUC also allows the exemption/deduction of any revenue you received for transporting road construction materials if a dump truck is used, and the materials hauled are used solely in a private or public road project including driveways (but NOT parking lots), and the materials are hauled directly to road construction sites or stockpiles. Carriers may **not** claim a revenue exemption for waste, excavated and road construction material when those materials were transported in five-axle tractor-trailers.
5. **TRANSPORTATION OF YOUR OWN PROPERTY**- You may deduct revenue you received from transporting your own property to yourself or to those that buy directly from you.
6. **VOTING MACHINES** – You may deduct revenue you received from transporting voting machines to and from polling places on behalf of any political subdivision of the Commonwealth for use in any primary, general or special election.
7. **TRANSPORTATION OF WOOD PRODUCTS FROM WOODLOTS**- You may deduct revenue you received from transporting pulpwood, chemical wood, saw logs, wood chips, or veneer logs solely from woodlots. A woodlot is an area devoted to growing forest trees. Any revenue received from transportation performed from sources other than the woodlots is subject to assessment and may not be deducted.
8. **TRANSPORTATION OF WRECKED OR DISABLED VEHICLES** – You may deduct revenue you received from the transportation of wrecked or disabled motor vehicles from an accident, breakdown, or a place the vehicle was transported after the accident or breakdown, if it is subsequently transported for repair. Revenue from transportation of wrecked or disabled vehicles to or from auctions is NOT exempt.
9. **TRANSPORTATION OF STOLEN OR REPOSSESSED VEHICLES**- You may deduct revenue you received from the transportation of stolen or repossessed vehicles. Revenue from transportation of stolen or repossessed vehicles to or from auctions is NOT exempt.
10. **TRANSPORTATION OF INJURED, ILL OR DECEASED PERSONS** – You may deduct revenue you received from transporting an injured or ill person to a health care facility, when that transportation is performed in an ambulance or a medically equipped vehicle containing portable oxygen. A medical attendant must be in the vehicle in addition to the driver. A health care facility includes a hospital, clinic, dialysis center, nursing care institution, home health agency, infirmary, or behavioral service provider. A doctor’s office is NOT a health care facility. In addition, you may deduct revenue you received from transporting deceased persons.
11. **TRANSPORTATION UNDER CONTRACT WITH MUNICIPAL CORPORATIONS** - You may deduct revenue you received from passenger transportation performed under contract with a municipal corporation, provided that: (1) the municipal corporation actively regulates your rates, routes and services; and (2) the transportation is limited to municipal residents. This deduction does not apply to contracts with state agencies.



COMMONWEALTH OF PENNSYLVANIA  
 PUBLIC UTILITY COMMISSION  
 PO BOX 3265  
 HARRISBURG, PA 17105-3265

**2013 ASSESSMENT REPORT-MOTOR CARRIERS**

This Report **MUST BE FILED** not later than **MARCH 31, 2014**. Failure to file may result in fines up to \$1,000 for each day a violation continues (66 Pa. C.S. § 3301).

TRADE OR CORPORATE NAME OF UTILITY:		UTILITY CODE	APPLICATION #
CONTACT NAME:			
ADDRESS 1:		ADDRESS 2 (Floor, Suite, etc.):	
CITY, STATE, ZIP:			

**OPERATING REVENUE FOR CALENDAR YEAR 2013 (January 1, 2013-December 31, 2013)**

(All amounts shall be rounded to the nearest dollar.)

	PROPERTY	HOUSEHOLD GOODS	PASSENGER	
			Group and Party 16 or more	Passenger 15 and Under
1. PA INTRASTATE OPERATING REVENUE	\$	\$	\$	\$
2. PA EXEMPT INTRASTATE REVENUE	\$	\$	\$	\$
1. PA NET INTRASTATE OPERATING REVENUE (Subtract Line 2 from Line 1)	\$	\$	\$	\$

(All amounts shall be rounded to the nearest dollar.)

PA EXEMPT INTRASTATE REVENUE Enter a number from enclosed Exempt Revenue list as applicable. (Attach additional sheets as needed)	PROPERTY	HOUSEHOLD GOODS	PASSENGER	
			Group and Party 16 or more	Other
	\$	\$	\$	\$
<b>TOTAL</b> (Enter on Line 2 above)	\$	\$	\$	\$

**UCR REGISTRATION INFORMATION**

<b>2013 UCR Registered:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF YES:</b> US DOT #: _____ <b>INTERSTATE OPERATING REVENUE:</b> \$ _____ MC Number: _____

**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 below-listed utility and/or individual.

\_\_\_\_\_  
Utility Name

X \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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

**AFFIDAVIT**

I affirm that the information reported herein is complete, true and correct.

\_\_\_\_\_  
(Signature of Individual or Officer) (Date)

READABLE (PRINT OR TYPE) NAME OF INDIVIDUAL or OFFICER ABOVE:

**NOTARIZATION** (Required)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 2014

TRADE NAME OR CORPORATE NAME OF UTILITY:

NOTARY SIGNATURE

FEDERAL ID:

TELEPHONE NO.:

Office ( ) Ext.

Cell ( )

OFFICIAL  
SEAL

(Official Title)

Name of person to be contacted for additional information:

(Date My Commission Expires)

Name: \_\_\_\_\_  
(printed)

Telephone: \_\_\_\_\_ Ext.