INSTRUCTIONS FOR PREPARING ASSESSMENT REPORT - FORM GAO-13
FOR GENERAL REGULATORY ASSESSMENT PURPOSES

TO ALL ELECTRIC, GAS, TELEPHONE, AND WATER/WASTEWATER UTILITIES

The Assessment Report, **Form GAO-13** is enclosed for your convenience to be used to submit your **gross intrastate (jurisdictional) operating revenues** for calendar year 2013.

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.

Section 2: The Assessment Report (Form GAO-13) 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 28**
5. **Wastewater Utilities — Schedule 401, Column C, Line 35**

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-13) must be completed in its entirety in order to be accepted as final. This report form may not be modified. This includes signatures and notarization along with receipt in the Commission's Assessment Section on or before March 31, 2014. 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:

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

Section 4: On page 2 (back side of page 1) is the Authorization of Release for Tax Records. This section should be completed in its entirety.

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COMMONWEALTH OF PENNSYLVANIA

PENNSYLVANIA PUBLIC UTILITY COMMISSION

P.O. BOX 3265
HARRISBURG, PA 17105-3265

ASSESSMENT REPORT

STATEMENT OF 2013 CALENDAR YEAR GROSS INTRASTATE (JURISDICTIONAL) OPERATING REVENUES TO CALCULATE THE GENERAL REGULATORY ASSESSMENT FOR FISCAL YEAR 2014-2015

SECTION 1

TRADE OR CORPORATE NAME OF UTILITY:	UTILITY CODE: / APPLICATION No:
CONTACT NAME:	TYPE OF UTILITY SERVICE
ADDRESS I:	2012 OPERATION PERIOD FROM JAN 1,2013 through DEC 31,2013
ADDRESS 2 (Floor, Suite, etc.)	
CITY. STATE. ZIP:	

SECTION 2

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

OPERATING REVENUES FOR CALENDAR YEAR 2013	AMOUNT (Round to the nearest dollar.)
2013 INTRASTATE (JURISDICTIONAL) OPERATING REVENUES: (Please see instructions for details on where in your annual report this number is found.)	$

SECTION 3

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 OFFICIAL SEAL (Official Title)
FEDERAL ID: / TELEPHONE NO.: Office ( ) Ext. Cell ( )	
Name of person to be contacted for additional information: Name:_____ (printed) Telephone: Ext.	(Date My Commission Expires)

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 below-listed utility and/or individual.

_____
Utility Name

X _____
Signature

Date:_____

_____
Name (Printed) Title