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| PUC logo | COMMONWEALTH OF PENNSYLVANIAPENNSYLVANIA PUBLIC UTILITY COMMISSION400 NORTH STREET, HARRISBURG, PA 17120 | **IN REPLY PLEASE REFER TO OUR FILE** |

TO: ALL COMPETITIVE ACCESS PROVIDER TELECOMMUNICATIONS UTILITIES

 ALL FACILITIES BASED TOLL TELECOMMUNICATIONS UTILITIES AND

 ALL NON-FACILITIES BASED TELECOMMUNICATIONS UTILITIES:

Re: Filing of the 2018 Annual Financial Report

 As a Competitive Access Provider, Facilities Based Toll, or Non-Facilities Based Telecommunications Provider furnishing service to the public in the Commonwealth of Pennsylvania, you are required to file an annual financial report for the year ended December 31, 2018. By filing a 2018 annual financial report, you will be fulfilling your requirements under Pa. C.S.A. Title 66.

 Chapter 5 of the Public Utility Code, 66 PA. C.S. §504:

"The Commission may require any public utility to file periodical reports, at such time, and in such forms, and of such content, as the Commission may prescribe, and special reports concerning any matter whatsoever about which the Commission is authorized to inquire, or keep itself informed, or which it is required to enforce. The Commission may require any public utility to file with it a copy of any report filed by such public utility with any Federal Department or regulatory body. All reports shall be under oath or affirmation when required by the Commission."

Chapter 33 of the Public Utility Code, 66 PA. C.S. §3301 (a) under “Civil Penalties for Violations” provides, in part, as follows:

"(a) If any public utility, … shall fail, omit, neglect or refuse to obey, observe, and comply with any regulation or final direction, requirement, determination, or order made by the Commission, … such public utility person or corporation for such violation, omission, failure, neglect, or refusal shall forfeit and pay to the Commonwealth a sum not exceeding $1000… ."

 To meet these requirements, enclosed you will find a model form of the report you are to file on your own Company letterhead. Your report should include the **total intrastate revenues** generated in Pennsylvania only, broken down into the various service categories as designated in your tariff(s).

 **Report revenue on the appropriate line corresponding to the Pennsylvania service tariffs: Interexchange Toll Reseller (IXC), Competitive Access Provider (CAP) and/or Interexchange Toll Facilities-Based Carrier (Toll). The utility’s gross intrastate operating revenue that is listed on the Annual Assessment Report and on the Annual Financial 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.** One paper copy of the Annual Report should be filed with the Commission no later than April 30, 2019. A copy of the report is to be retained in your files for reference purposes. Failure to file the required information in proper and complete form will necessitate filing corrected reports. If you have any questions regarding the filing of your annual financial report, you may contact Richard Layton at 717-214-9117.

 Very truly yours,

 

 Rosemary Chiavetta

 Secretary

YOUR COMPANY LETTERHEAD

**(Date)**

**Re: ANNUAL REPORT For Year Ended: 2018**

# **Pennsylvania Public Utility Commission**

**Commonwealth Keystone Building**

**400 North Street**

# **Harrisburg, PA 17120**

|  |  |
| --- | --- |
| **Type of Service** | **Intrastate Gross Revenue** |
| Interexchange Toll Facilities-Based Carrier (Toll) |  |
| Competitive Access Provider (CAP)  |  |
| Interexchange Toll Reseller (IXC)  |  |
|  |  |
| **Total Intrastate Gross Revenue[[1]](#footnote-1)** |  |

**Contact regarding this report:**

**Name**

**Address**

# **City, State Zip**

# **Telephone number:**

**Fax number:**

**e-mail address:**

**Webpage address:**

1. This line - Total Intrastate Gross Revenue - is to be reported in, and should match up with, Section 2 of the Revised Annual Assessment Report (Form GAO-18) and on line (a) of the PA USF Development of Assessment Data Request Form. [↑](#footnote-ref-1)