

**TELECOMMUNICATIONS CARRIERS PA PUC REPORTING REQUIREMENTS**

*Following are descriptions of telecommunications carrier reports required by the Pennsylvania Public Utility Commission (PUC), and the associated PUC contact for that specific report. Each company is responsible to adhere to all of the established rules, regulations and directives of the Commission on reporting requirements of utilities. For questions on a specific report please contact the person listed as the PUC Contact for that report. All other inquiries may be directed to the Bureau of Technical Utility Services at (717) 783-5242.*

<b>Report Name &amp; Description</b>	<b>PUC Contact</b>
<p><b>Annual Access Line Summary Report (52 Pa. Code § 63.37(c)(2)) Telecommunications Relay Service</b></p> <p><b>Carrier Types:</b> ILEC, CLEC</p> <p>Carriers are required to file the Telecommunications Relay Service (TRS) Annual Access Line Summary Report each year that summarizes each carrier's access lines as of year-end for the previous year.</p> <p><b>Due Date:</b> March 1</p>	<p>Spencer Nahf <a href="mailto:snahf@pa.gov">snahf@pa.gov</a> (717) 787-5164 Bureau of Technical Utility Services</p>
<p><b>Annual Financial Report (52 Pa. Code § 63.36)</b></p> <p><b>Carrier Types:</b> All</p> <p>The Annual Financial report consists of a balance sheet and income statement in a format as determined by the Commission.</p> <p><b>Due Date:</b> April 30 for reports based on calendar year. July 31 for reports based on fiscal year ending May 31.</p>	<p>Richard Layton <a href="mailto:rlayton@pa.gov">rlayton@pa.gov</a> (717) 214-9117 Bureau of Technical Utility Services</p>
<p><b>Annual Tracking Report [Surcharges] (52 Pa. Code § 63.37(c)(1)) Telecommunications Relay Service</b></p> <p><b>Carrier Types:</b> ILEC, CLEC</p> <p>Carriers are required to file the Telecommunications Relay Service (TRS) Annual Tracking Report each year, which summarizes the TRS surcharge revenue that each carrier collects from their customers from March of the previous year through February of the current year.</p> <p><b>Due Date:</b> March 31</p>	<p>Colleen Horwitz <a href="mailto:chorwitz@pa.gov">chorwitz@pa.gov</a> (412) 820-2600 Bureau of Audits</p>

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<b>Report Name &amp; Description</b>	<b>PUC Contact</b>
<p><b>Assessment Report (Form GAO-24) (66 Pa. C.S. § 510(b))</b></p> <p><b>Carrier Types:</b> All</p> <p>All jurisdictional public utilities must report gross intrastate operating revenues for the preceding calendar year. A public utility is assessed its share based on its operating revenue for the year.</p> <p>Assessments Revenues Reporting Portal: <a href="https://portal.puc.pa.gov/">https://portal.puc.pa.gov/</a></p> <p><b>Due Date:</b> March 31</p>	<p>Assessment Section  <a href="mailto:ra-pcpucassessments@pa.gov">ra-pcpucassessments@pa.gov</a>            (717) 265-7548            Bureau of Administrative Services</p>
<p><b>Lifeline Tracking Report (Docket No. M-00051871)</b></p> <p><b>Carrier Types:</b> Eligible Telecommunications Carriers (specific ILECs and CLECs) or LECs having Lifeline in their tariffs</p> <p>Used by the Commission on an annual basis in order to monitor the LECs’ customer enrollment and funding levels in the statewide universal service programs.</p> <p><b>Due Date:</b> June 30</p>	<p>Bobbi Anderson  <a href="mailto:robertaand@pa.gov">robertaand@pa.gov</a>            (717) 783-5238            Bureau of Consumer Services</p>
<p><b>Public Utility Security Planning and Readiness Self-Certification Form (52 Pa. Code § 101.1 – § 101.7)</b></p> <p><b>Carrier Types:</b> All</p> <p>All jurisdictional utilities are required to develop and maintain appropriate written physical security, cyber security, emergency response, and business continuity plans to protect the intrastate infrastructure. All utilities must fill out the form and mail it to the Secretary of the Commission by February 28<sup>th</sup>. The forms may no longer be emailed to the Commission due to security concerns.</p> <p><b>Due Date:</b> February 28</p>	<p>Derek Ruhl  <a href="mailto:druhl@pa.gov">druhl@pa.gov</a>            (717) 787-7904            Bureau of Technical Utility Services</p>

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<p><b>Service Outages (52 Pa. Code § 67.1)</b></p> <p><b>Carrier Types:</b> All</p> <p>All public utilities must notify the Commission when <b>2,500 or 5.0%</b>, whichever is less, of their total customers have a service interruption in a single incident for six or more consecutive hours.</p> <p><b>Due Date:</b> Within ten working days after the total restoration of service.</p>	<p>Derek Ruhl  <a href="mailto:druhl@pa.gov">druhl@pa.gov</a>                      (717) 787-7904                      Bureau of Technical                      Utility Services</p>
<p><b>Service Report of Residential Account Information (52 Pa. Code § 64.201)</b></p> <p><b>Carrier Types:</b> ILEC, CLEC</p> <p>Annual report containing residential account information as listed in § 64.201(c) for the previous year.</p> <p><b>Due Date:</b> 90 days after the end of each calendar year.</p>	<p>Bobbi Anderson  <a href="mailto:robertaand@pa.gov">robertaand@pa.gov</a>                      (717) 783-5238                      Bureau of Consumer                      Services</p>
<p><b>State Tax Adjustment Surcharge (52 Pa. Code §§ 69.51 - 69.56)</b></p> <p><b>Carrier Types:</b> ILEC, CLEC</p> <p>The STAS (State Tax Adjustment Surcharge) was implemented under the State Tax Procedure Order of the Commission dated March 10, 1970, as amended, which permits jurisdictional utilities to recover portions of the Capital Stock Tax, corporate Net Income Tax and Gross Receipts Tax and Public Realty Tax through a surcharge on rates charges to customers. STAS is to be rolled into base rates or otherwise reduced to zero after 24 months.</p> <p><b>Due Date:</b> For those LECs utilizing a STAS, filings are due March 31 of each year or within ten (10) days after an event requiring recalculation.</p>	<p>Spencer Nahf  <a href="mailto:snahf@pa.gov">snahf@pa.gov</a>                      (717) 787-5164                      Bureau of Technical                      Utility Services</p>

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<p data-bbox="185 201 1003 237"><b>Universal Service Fund Contribution (52 Pa. Code § 63.165)</b></p> <p data-bbox="185 275 448 310"><b>Carrier Types:</b> All</p> <p data-bbox="185 348 1027 527">All jurisdictional carriers providing intrastate telecommunications services are required to report total intrastate end-user telecommunications retail revenue for the previous calendar year. Each carrier's contribution is then calculated by a third party administrator to the Commission.</p> <p data-bbox="185 567 779 602"><b>Due Date:</b> March 31 (File with Rolka Loube)</p>	<p data-bbox="1097 201 1360 380">Spencer Nahf <a href="mailto:snahf@pa.gov">snahf@pa.gov</a> (717) 787-5164 Bureau of Technical Utility Services</p>