

GENERAL RULES FOR REPORTING

CMR, RES, OTH-No activity, ARW, and CTV annual reports

1. **Due Date.** The annual report due date is April 1 of the following year. If that date falls on a weekend, the annual report is due the following business day.

2. **Electronic filing** is required using the appropriate program from the Public Service Commission of Wisconsin's Web Page at <http://psc.wi.gov/utilityinfo/tele/annualreports/annualReports-index.htm>. If additional confidential treatment is desired, contact Christopher Larson at (608) 267-9508 or Christopher.Larson@wisconsin.gov. DO NOT file a hardcopy of the report.

3. **Records.** Unless otherwise indicated, the information requested in this report should be taken from the accounts and other records of the utility.

4. **No Revenues.** Companies with no revenues for the report year are required to file an annual report.

5. **Report in Thousands.** Report all dollar amounts to the nearest thousand dollars. (Example: \$130,435 should be reported as \$130.)

6. **Confidentiality.** While the CMR annual report program incorporates provisional confidentiality capability for selected items, the RES, OTH-No activity, ARW, and CTV annual report programs do not. This is based on the Commission's decision regarding confidential items in the annual report. If additional provisional confidential treatment is desired, contact Christopher Larson at (608) 267-9508 or Christopher.Larson@wisconsin.gov for further instructions before submitting the annual report.

7. **Name change.** If a name change is identified in the report, documents from the **State of Wisconsin** Department of Financial Institutions (DFI) also must be submitted to the Commission:
A domestic corporation should send a copy of the stamped page from its Articles of Amendment as filed with DFI. A foreign corporation should send a copy of their Amended Certificate of Authority as issued by DFI.

These documents can be obtained by:

1. Calling DFI at (608) 261-7577;
2. Contacting DFI on the web at <http://www.wdfi.org>; or
3. By writing to DFI at P.O. Box 7846, Madison, WI 53707-7846.

8. **Revisions.** If a company discovers that any information in its filed annual report was erroneous, it is required to file a revised report. To do this, start from scratch and use the same procedures as for filing a new report. The revised report will replace the originally filed report in the Commission's records.

9. **Problems.** If you have questions or encounter problems with the annual report program, please contact Christopher Larson at (608) 267-9508 or Christopher.Larson@wisconsin.gov for assistance.