

# GAS COMPANIES 2015 ANNUAL REPORT

FOR

\_\_\_\_\_  
(NAME UNDER WHICH CORPORATION, PARTNERSHIP, OR INDIVIDUAL IS DOING BUSINESS)

\_\_\_\_\_  
(OFFICIAL MAILING ADDRESS)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(ZIP)

Please check if address listed above is an updated address

**Report Year Ended: December 31, 2015**

Inquiries concerning this Annual Report should be addressed to:

Name/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

SUBMIT TO:  
WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION  
PO Box 47250  
Olympia, WA 98504-7250

File online: [www.utc.wa.gov](http://www.utc.wa.gov)



**REPORT MUST BE RECEIVED NO LATER THAN MAY 2, 2016**

*\*\*\*Please refer to the Instructions for Completing the Annual Report on Page 2\*\*\**

## **INSTRUCTIONS FOR ANNUAL REPORT COMPLETION**

### ***Commission Authority***

The purpose of this form is to collect financial and operational information from gas companies regulated by the Washington Utilities and Transportation Commission (UTC). The commission's authority for requiring this report is found in RCW 80.04.080. This report is a non-confidential public use form.

### ***Certification***

The Annual Report Certification must be signed by an authorized officer, partner or owner.

### ***Regulatory Fees***

Regulatory fees are set by commission order A-140166.

### ***Deadlines and Penalties***

All gas companies regulated by the UTC are required to complete this form, including all schedules. Failure to complete all schedules will result in the report being considered incomplete and subject to penalties. Completed forms and regulatory fee payments must be received by the UTC no later than May 2, 2016. Failure to file the annual report by the above deadline will result in a financial penalty of \$100 for each business day after May 2. Failure to pay the regulatory fees by the above deadline will result in a 2 percent penalty on the amount due and a 1 percent monthly interest charge on the unpaid balance.

### ***Extension Requests***

You may file a written request for an extension to file the completed annual report; however, the commission will not extend the deadline for paying regulatory fees. Any extension request must be filed with the commission by **April 15, 2016**, and must state a valid reason for why the extension is needed and identify a specific date which the report will be filed with the commission. The commission will notify you by April 30 whether your request is approved or denied. Even if your request is approved, you will still be liable for penalties and interest payments if you fail to pay your regulatory fees by May 2. To file your extension request online visit:

<http://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>

### ***Confidential Status***

Gas companies may file annual reports as confidential. You must follow the steps for filing confidential documents in WAC 480-07-160. The regulatory fee sheet portion of your report is not a confidential document and will not be accorded confidential treatment under the rule.

To view the confidential requirements in WAC 480-07-160, please visit the following site:

[apps.leg.wa.gov/WAC/default.aspx?cite=480-07-160](http://apps.leg.wa.gov/WAC/default.aspx?cite=480-07-160)

### ***Electronic Filing and Payment***

To obtain an electronic format of the report, submit a report online or pay your regulatory fees online visit:

[www.utc.wa.gov/regulatingindustries/pages/annualreports](http://www.utc.wa.gov/regulatingindustries/pages/annualreports)

### ***Staff Contact***

Amber George at (360) 664-1156 or [ageorge@utc.wa.gov](mailto:ageorge@utc.wa.gov)

TTY Toll-Free phone number 1-800-416-5289

# ANNUAL REPORT CERTIFICATION

(PLEASE VERIFY THAT ALL SCHEDULES ARE ACCURATE AND COMPLETE BEFORE SIGNING)

I, the undersigned \_\_\_\_\_  
Responsible Account Officer (Please Print)

of \_\_\_\_\_  
Name of Company

have examined the foregoing report; that, to the best of my knowledge and belief, all statement of fact contained in said report are true and said report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth therein during the period from January 1, 2015, to December 31, 2015, inclusive.

\_\_\_\_\_  
Title  
(please print)

\_\_\_\_\_  
Signature  
(please type if filing electronically)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

## GENERAL INFORMATION

**Washington Unified Business Identifier (UBI) No.:** \_\_\_\_\_

*(If you do not know your UBI No. please contact Business Licensing Service at 1-800-451-7985 or BLS@dor.wa.gov)*

**Business Structure (please check the appropriate designation):**

Individual / Sole Proprietor    Partnership    Other (LP, LLP, LLC)    Corporation    Nonprofit Corporation

**WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION  
INVESTOR OWNED GAS UTILITY REGULATORY FEE CALCULATION SCHEDULE 1  
Due May 2, 2016**

**Company** \_\_\_\_\_ **Annual Report Year** **2015**

In accordance with RCW 80.24.010 "Regulatory Fees", the Commission requires Gas companies to file reports of gross intrastate operating revenue and pay fees on that revenue. Every company subject to regulation shall file with the Commission a statement under oath showing its gross intrastate operating revenue from operations for the preceding year and pay to the Commission a fee as instructed below. WAC 480-90-252 (2) requires that each utility must also submit to this commission, in essentially the same format and content as the FERC Form No. 2, a report that documents the costs incurred and the property necessary to furnish utility service to its customers and the revenues obtained in the state of Washington. Data entry by the Company, as instructed by Schedule 1 below, is restricted to Lines 1.a, 1.b, 1.c, 1.d, 1.e, 6.a and 7.a (highlighted in blue below) and Schedule 2, Columns A, B and C (separate worksheet). When completed, the Company must file both Reg. Fee Schedule 1 and Schedule 2.

Ln					
1.a	Total Sales to Ultimate Customers (from WA State Gas Annual Report, FERC Form 2, Page 300, Line 21, Column (h)) *	1.a			1
1.b	Check the box to the right if amount on Line 1 above includes unbilled revenue for this annual report year	1.b			2
1.c	Check the box to the right if amount on Line 1 above does not include unbilled revenue for this annual report year	1.c			3
1.d	If box in 1.c has been checked, enter unbilled revenue amount for <u>this annual report year</u>	1.d			4
1.e	If box in 1.c has been checked, enter unbilled revenue amount for the <u>last annual report year</u> **	1.e			4a
1	<b>Add lines 1.a and 1.e and enter total</b>				
2	Enter total from Schedule 2; Non-Fee Paying Revenue				2
3	Total Gross Intrastate Operating Revenue (subtract Lines 1 and 2)				3
4	Regulatory Fee Calculations:				4
4.a	If line 3 is <b>UNDER</b> \$20,000, Enter <b>ZERO</b> (Filing <b>ZERO</b> indicates schedule is complete)				4a
4.b	If line 3 is <b>BETWEEN</b> \$20,000 and \$50,000-enter amount from line 3 (Filing <b>BETWEEN</b> \$20,000 and \$50,000 indicates schedule is complete. If filing after May 1st go to Line 6)	4b		x .001 (.1%) =	
4.c	If line 3 is <b>OVER</b> \$50,000-enter amount from line 3	4c			
4.d	<b>First</b> \$50,000 is subject to .1% regulatory fee	4d		x .001 (.1%) =	
4.e	Adjustment of Gross Intrastate Operating Revenue (subtract Line 4d from 4c)	4e		x .002 (.2%) =	
5	Total Regulatory Fees owed (enter line 4b, or add 4d and 4e)				5
					Agency Use Only 001-111-0268-150-01
	<b>Complete Lines 6 through 9 if filing after May 2</b>				
6	Penalties on Regulatory Fees filed after May 2				6
6.a	Total Penalties on Regulatory Fees owed - enter amount from line 5	6.a		x .02 (2%) =	
7	Interest on Regulatory Fees filed after May 31				7
7.a	Number of months past May 31				7.a
7.b	Amount from line 5 _____ x Number of months past May 31 _____ x .01 (1%) =				7.b
8	Total Penalties and Interest owed (add lines 6.a and 7.b)				8
					Agency Use Only 001-111-0268-150-11
9	Total Regulatory, Penalty and Interest Fees Due (add lines 4b, 5 and 8)				9

The total of the following FERC Gas Operating Revenue Accounts: 480 Residential Sales, 481 Commercial and Industrial Sales, 482 Other Sales to Public Authorities, 483 Sales for Resale, 484 Interdepartmental Sales, 485 Intracompany Transfers, 487 Forfeited Discounts, 488 Miscellaneous Service Revenues, 489.1 Revenues from Transportation of Gas of Others Through Gathering Facilities, 489.2 Revenues from Transportation of Gas of Others Through Transmission Facilities, 489.3 Revenues from Transportation of Gas of Others Through Distribution Facilities, 489.4 Revenues from Storing Gas of Others, 490 Sales of Prod. Ext. from Natural Gas, 491 Revenues from Natural Gas Proc. by Others, 492 Incidental Gasoline and Oil Sales, 493 Rent from Gas Property, 494 Interdepartmental Rents, 495 Other Gas Revenues and 496 (Less) Provision for Rate Refunds.

\*\* Unbilled revenues not included in the previous year's annual report must be included in this year's report for calculation of the Commission's regulatory fee. The amount must be the same as Line 1.d in the previous year's annual report.

**Commission Use Only**

Reception #: _____	001-111-0268-150-01
Reference: AR2015	001-111-0268-150-11
Payment ID: _____	001-111-0268-032-20
<b>Total Paid:</b> _____	

**WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION INVESTOR OWNED GAS UTILITY REGULATORY FEE CALCULATION SCHEDULE 2**  
**Schedule 2; WA Gas Annual Report, FERC Form 2, Page 300, Lines 1-20**

**2015**

LN	Account	FERC Acct. No.	Column A Total Amount Reported in WA State Gas Annual Report	Column B Amount Excluded in WA Gross Intrastate Revenue	Column C For each FERC Acct. No., if Column A contains an amount greater than zero and the amount in Column B is less than the amount in Column A, provide the reason for excluding the revenue from the calculation of WA Gross Intrastate Operating Revenues in the cells provided.	
1	Residential Sales	480				COMPLETE
2	Commercial and Industrial Sales	481				COMPLETE
3	Other Sales to Public Authorities	482				COMPLETE
4	Sales for Resale	483				COMPLETE
5	Interdepartmental Sales	484				COMPLETE
6	Intracompany Transfers	485				COMPLETE
7	Forfeited Discounts	487				COMPLETE
8	Miscellaneous Service Revenues	488				COMPLETE
9	Revenues from Transportation of Gas of Others Through Gathering Facilities	489.1				COMPLETE
10	Revenues from Transportation of Gas of Others Through Transmission Facilities	489.2				COMPLETE
11	Revenues from Transportation of Gas of Others Through Distribution Facilities	489.3				COMPLETE
12	Revenues from Storing Gas of Others	489.4				COMPLETE
13	Sales of Prod. Ext. from Natural Gas	490				COMPLETE
14	Revenues from Natural Gas Proc. by Others	491				COMPLETE
15	Incidental Gasoline and Oil Sales	492				COMPLETE
16	Rent from Gas Property	493				COMPLETE
17	Interdepartmental Rents	494				COMPLETE
18	Other Gas Revenu-s	495				COMPLETE
20	(Less) Provision for Rate Refunds	496				COMPLETE
<b>Total Schedule 1</b>						

Note: Schedule 2 Error Messages to the right of Column C will need to be corrected for the report to be considered completed.

## PAYMENT INFORMATION

**The commission accepts the following methods of payment:**

- Cash (in-person at commission)
- Check (must be in US Funds)
- Online payments\* (ACH, American Express, Discover/Novus, Mastercard, Visa)
- Pay-by-phone (credit card payments only) at (360) 664-1349

*\*Please note: A convenience fee of 2.5 percent (minimum of \$3.95) is charged by Official Payments for using the credit card processing service.*

**To pay online visit:**

<https://fortress.wa.gov/wutc/utcweb/regulatedIndustries/Pages/onlinepayments.aspx>

## FILING YOUR REPORT

All annual reports and regulatory fees must be received by the commission no later than May 1 each year (or the following business day if May 1 lands on a weekend). Postmark dates are not considered the date received. It is strongly recommended to use a mail delivery service, such as certified mail via USPS, with delivery confirmation or filing online to receive an email notification of receipt.

**Reports may be mailed, faxed, delivered in person or submitted online:**

- Mail to: *(recommend via certified mail no later than April 15 to ensure timely delivery)*  
Utilities and Transportation Commission  
PO Box 47250  
Olympia, WA 98504
- Physical Address for express delivery services (Fedex, UPS):  
1300 S. Evergreen Park Dr. S.W.  
Olympia, WA 98504
- Fax to: (360) 664-1289 *(Contact commission staff below to verify receipt)*
- File online using the commission e-file system *(System will generate automatic email receipt)*  
<https://fortress.wa.gov/wutc/utcweb/docs/Pages/ElectronicFiling.aspx>

## NEED MORE ASSISTANCE?

For more information about annual reports please reference the Annual Report FAQ document at the website below or contact Amber George at (360) 664-1156 or [ageorge@utc.wa.gov](mailto:ageorge@utc.wa.gov).

<https://fortress.wa.gov/wutc/utcweb/regulatedindustries/Pages/annualReports.aspx>