

## **FY-2019 ASSESSMENT**

Gross intrastate operating revenue is to be reported in compliance with the provision of Section 386.370 RSMo. By law, regulated utility companies are assessed annually for the Public Service Commission's operating costs in proportion to their operating revenues.

**Please follow the instructions below when completing the Statement of Revenue form:**

- **File** on or before due date of **March 31, 2018**.
- **A pre-printed**, company specific Statement of Revenue form will be mailed to all certificated utility companies or registered IVoIP companies on January 31, 2018. If you do not receive a pre-printed Statement of Revenue form for all of the companies that you operate, an **Adobe** fillable document is available on our website at [www.psc.mo.gov/forms](http://www.psc.mo.gov/forms).
- **Report**, to the nearest dollar, gross intrastate operating revenue for the 2017 calendar year.
- **If you had “zero” gross intrastate operating revenue** for calendar year 2017, **show** the “zero” amount on the Statement of Revenue form and mark **yes** or **no** indicating whether you wish to retain the operating certificate.
- **If you operate more than one company that provides the same type of utility service** (i.e., telephone), **do not combine revenue** on one form. A separate Statement of Revenue form should be submitted for each certificated/registered company.
- For **electric, gas, steam/heat, telephone, and IVoIP** companies, **ensure** that the gross intrastate operating revenue reported on the **Statement of Revenue matches** the **TOTAL** Missouri Jurisdictional Operating Revenue reported on your company's **Annual Report** to the PSC. (**NOTE: Payphone and Shared Tenant Service (STS) providers are required to submit the Statement of Revenue, but are not required to submit an Annual Report.**)
- For **water and sewer** companies, **ensure** that the gross intrastate operating revenue reported on the **Statement of Revenue matches** the **TOTAL** Operating Revenues reported on your company's **Annual Report** to the PSC.
- **Ensure** that the Statement of Revenue form is signed by an official representative of the company and witnessed by a Notary Public. When completing the Statement of Revenue using the electronic format, electronic signatures are acceptable pursuant to Sections 432.200 through 432.295 RSMo. The original document shall be notarized and kept for your records. On the electronic document, type the signature (i.e. /s/John Doe) and the dates that are reflected on the original notarized document.
- **Submitting the Report** - The completed Statement of Revenue can be mailed to

***US Postal Delivery:***  
***Missouri Public Service Commission***  
***Attn: Budget & Fiscal Services Department***  
***P.O. Box 360***  
***Jefferson City, MO 65102***

**Overnight Delivery:**  
**Missouri Public Service Commission**  
**Attn: Budget & Fiscal Services Department**  
**200 Madison Street**  
**Jefferson City, MO 65101**

or it can be **submitted** as an **electronic document** through the Commission's Electronic Filing and Information System (**EFIS**) located on our website at [www.psc.mo.gov](http://www.psc.mo.gov). The Statement of Revenue is considered a non-case related document. Instructions for accessing and the filing/submission of **non-case related documents** are available under the blue "Help" button. If you elect to submit the Statement of Revenue through EFIS, submit a form for each certificated/registered utility type. EFIS will generate a BSOR (confirmation) number for each submission. Indicate that BSOR number on your original and retain for your records. If the Statement of Revenue is submitted electronically through EFIS, please **do not** mail a paper copy.

Statement of Revenue forms are treated confidentially as provided for in Section 386.480 RSMo.

***Please be aware that if you do not submit a Statement of Revenue form for ALL regulated companies, Commission staff will estimate the company's intrastate operating revenue for 2017, and the assessment will be calculated based upon this estimated revenue figure.***

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**If you have questions regarding the Statement of Revenue, please contact Lisa Stockman at (573) 522-2454.**