

**TELECOMMUNICATIONS PROVIDERS**  
**2002 ANNUAL REPORTING REQUIREMENTS AND INSTRUCTIONS**

On or before April 30, 2003, each telecommunications provider must file the prescribed annual report form for Colorado intrastate operations for any portion of calendar year 2002 that said provider was authorized to offer service in the State of Colorado. The prescribed calendar year 2002 annual report forms for telecommunications providers are as follows:

1. All Competitive Local Exchange Carriers, Part 3 Providers, and Toll Resellers are to file using the form entitled "Annual Report Workbook" located on the Commission's web site at: [www.dora.state.co.us/puc](http://www.dora.state.co.us/puc).
  - a. On the Commission's Home Page, go to Regulated Utilities and select Telecommunications. Now select Forms and then Annual Report Requirements. On the Annual Report Requirements page, you will see "Annual Report Workbook" and "General Instructions for Completing the Annual Report Workbook."
  - b. Download both the Instructions and Workbook. PLEASE read the Instructions before attempting to complete the Workbook.
  - c. Email the completed annual report workbook is to [Jamie.jack@dora.state.co.us](mailto:Jamie.jack@dora.state.co.us).
  - d. In order to complete your annual report requirement, a signed and notarized paper copy of the annual report, along with a copy of the Colorado Department of Revenue's DR 525 Report of Gross Operating Revenues (may be accessed from our web site under Forms) must be sent to:  
  
Jamie D. Jack  
Colorado Public Utilities Commission  
1580 Logan Street, Room 104  
Denver, CO 80203
  - e. CLECS and Part 3 Providers must also submit their most recent CPA audit report.
  - f. If you had no regulated operating revenues in the State of Colorado during the calendar year 2002, you may submit a letter attesting to that fact in lieu of completing the annual report workbook.
2. All Incumbent Local Exchange Carriers, with the exception of Qwest Corporation, are required to file using the form entitled "ILEC Annual Report Workbook – Public" and "ILEC Annual Report Workbook - Staff" located on the Commission's web site at: [www.dora.state.co.us/puc](http://www.dora.state.co.us/puc).
  - a. On the Home Page, go to Regulated Utilities, select Telecommunications. Now select Forms and then Annual Report Requirements. On the Annual Report Requirements page, you will see "ILEC Annual Report Workbook– Public" and "ILEC Annual Report Workbook - Staff" and "General Instructions for Completing the ILEC Annual Report Workbooks".
  - b. Download both the Instructions and Workbook. PLEASE read the Instructions before attempting to complete the Workbooks.
  - c. Both completed annual report workbooks are to be emailed to [Jamie.jack@dora.state.co.us](mailto:Jamie.jack@dora.state.co.us)
  - d. In order to complete your annual report requirement, a signed and notarized paper copy of the annual report, along with a copy of the Colorado Department of Revenue's DR 525 Report of Gross Operating Revenues (may be accessed from our web site under Forms) must be sent to:  
  
Jamie D. Jack  
Colorado Public Utilities Commission  
1580 Logan Street, Room 104  
Denver, CO 80203
  - e. ILECs must also submit their most recent CPA audit report.
3. Qwest Corporation shall file annual report information as set forth in the letter sent to Company's Director of Colorado Policy and Law on February 11, 2003.