

**MUST FILE CLASS A & B WATER AND/OR SEWER UTILITIES ANNUAL REPORT FORM AND A DR525 FORM**

Dallas Creek Water Company  
Mill Creek Water Sales and Distribution, LLC.

**MUST FILE CLASS C WATER AND/OR SEWER UTILITIES ANNUAL REPORT FORM AND DR525 FORM**

Prospect Mountain Water Company, Inc.  
Water Works, LLC d/b/a O'Neal Water Supply

The Annual Report is available in electronic form on the Colorado Public Utilities Commission's web site at:

<http://www.dora.state.co.us/puc/forms/EnergyForms/EnergyForms.htm>

The Annual Report form has been revised. **Please do not use a prior year's version.**

The electronic version of the Annual Report includes formulas. Lines containing formulas are highlighted in yellow on the report. Those lines have been password protected; please do not attempt to enter numerical values on those lines. If you are completing the Annual Report manually, please continue to compute totals for each section.

**Filing Deadline**

Annual Reports shall be filed no later than **April 30, 2012**, for the reporting period ended December 31, 2011.

If you are not able to file the Annual Report by the April 30, 2012 deadline, you must file a Motion for an "Extension of Time to File" for a period not to exceed 30 days. The motion must state good cause why you are unable to meet the filing deadline. Any motion for extension of time shall be referred to an Administrative Law Judge for disposition. If granted, this extension of time **shall not apply** to the deadline for filing the copy of the DR 0525.

**How to File the Annual Report**

Please file with the Commission as follows:

Companies are *strongly encouraged* to have one of its **designated filers submit an executable electronic copy (e.g., in Excel)** in the appropriate proceeding number (12M-127W) via the **Commission's E-Filings system at:**

<https://www.dora.state.co.us/pls/efi/EFI.homepage>.

To file electronically, each regulated utility must have at least one Filer Administrator. If your utility is currently not set up to file through E-Filings, contact:

Alison Torvik at [alison.torvik@dora.state.co.us](mailto:alison.torvik@dora.state.co.us) or (303) 894-2885; or

Cheryl Fisher at [cheryl.fisher@dora.state.co.us](mailto:cheryl.fisher@dora.state.co.us) or (303) 894-2040.

Once logged in to the E-Filings system, file the document in an existing proceeding (12M-127W) and select *document type* “Annual Report.” After uploading the document, in the *title* field insert the utility’s name and “2011 Annual Report” (*e.g.*, “Utility Name\_2011 Annual Report”). E-filing is a fast, efficient, and less costly way to submit filings to the Public Utilities Commission.

In the alternative, utilities may mail the signed original, one copy, and an executable electronic file on CD. Mail the hard copies and CD to the following address: Colorado Public Utilities Commission, 1560 Broadway, Suite 250, Denver, Colorado 80202-5143.

Failure to file the annual report with the Commission by April 30, 2012, may result in severe penalties, including possible revocation of the utility’s Certificate of Public Convenience and Necessity.

**Note: The Forms above are available on the PUC website at:**

**[www.dora.state.co.us/puc](http://www.dora.state.co.us/puc)**.

If any water provider above does not have access to the Internet, please contact the Commission, and the Commission will provide the form in hard copy.