

General Instructions

- ✓ 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/trans/TransForms.htm>
- ✓ The Annual Report has been revised. **Please do not use a prior year's version.**
- ✓ The electronic version of the Annual Report includes formulas; no calculations are necessary. 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, 2011**, for the reporting period ended December 31, 2010.
- ✓ If you are not able to file the Annual Report by the April 30, 2011, 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.

How to File the Annual Report

- ✓ Please file with the Commission as follows:
 - ✓ Common and contract carrier are *strongly encouraged* to have one of its **designated filers** **submit an executable electronic copy (e.g. Excel)** in the appropriate proceeding number (11M-121TR) via the **Commission's E-Filings system at <https://www.dora.state.co.us/pls/efi/EFI.homepage>**. Once in the E-Filings system, select the *document type* "Annual Report" and in the *title* field insert the common or contract carrier's name, along with "2010 Annual Report" (e.g. 123 Ride Company 2010 Annual Report). E-filing is a fast, efficient, and less costly way to submit filings to the Public Utilities Commission.
 - ✓ In the alternative, common and contract carrier 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, CO 80202-5143.
- ✓ Failure to file the annual report with the Commission by April 30, 2011, may result in severe penalties, including possible revocation of the carrier's Certificate of Public Convenience and Necessity or Contract Carrier Permit.

E-Filing

- ✓ 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 or (303) 894-2885 or
Cheryl Fisher at cheryl.fisher@dora.state.co.us or (303) 894-2040.