

## 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/forms/EnergyForms/EnergyForms.htm>.
- ✓ The Annual Report has been revised. **Please do not use a prior year's version.**
- ✓ The Department of Revenue form DR 0525 has been incorporated into the annual report. After completing the DR 0525, **print, sign, and mail the original to:**

Colorado Department of Revenues  
PUC: Excise Tax Accounting Section  
1375 Sherman Street, Room 237  
Denver, CO 80261

### 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 as to 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. Entities may not request an extension of time to file Form DR 0525.

### How to File the Annual Report

- ✓ Please file with the Commission as follows:
    - ✓ Oil Product Pipeline Companies are *strongly encouraged* to have one of its **designated filers submit the annual report and a copy of the DR 0525 form** in the appropriate proceeding number (11M-147GPS) via the **Commission's E-Filings system at:**  
<https://www.dora.state.co.us/pls/efi/EFLhomepage>.
- Once in the E-Filings system, select the *document type* "Annual Report" and in the *title* field insert the company's name, along with "2010 Annual Report" (e.g., 123 Energy 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, companies may mail the signed original and one copy of both the annual report and the DR 0525. Mail the hard copies to the following address: Colorado Public Utilities Commission, 1560 Broadway, Suite 250, Denver, Colorado 80202-5143.

### 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](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.